



## FAQ - POLICY ON ALCOHOL AND DRUGS IN EMPLOYMENT

### **Q1. Can I take Panadol, aspirin tablets etc whilst at work?**

Yes. Medically prescribed drugs, including over the counter drugs, are able to be taken so long as it is within the doctor's or manufacturer's guidelines and not abused.

### **Q2. Can I have an alcoholic beverage at lunch time? If so, how many?**

The best way to address this is to take a risk management approach to the duties that you will be undertaking when you return to work after lunch.

For example if you were resuming work in a low-risk environment such as sitting at an office desk, then it would be reasonable for you to consume one standard alcoholic beverage during lunchtime, following 'Responsible Service of Alcohol' guidelines. One standard drink is equal to a middy of full strength beer, a 100mL glass of wine, a 30mL nip of spirit, or 60mL of fortified wine (port or sherry).

However, if you were returning to work, post lunch and planning to undertake medium-high risk activities such as using equipment/machinery, working in a laboratory or workshop or carrying out a nominated first aid officer role, you would not be permitted to consume alcohol.

If in doubt, talk to your supervisor or read the Policy for further clarification.

### **Q3. What does "zero tolerance" mean?**

The term "zero tolerance" means that those people undertaking medium/high risk activities are not permitted to consume alcohol whilst on duty.

### **Q4. I'm on medication and it makes me drowsy, what do I need to do?**

Step 1: Visit your doctor and outline your usual work duties. The doctor can advise on the suitability of taking the medically prescribed drug(s) and carrying out your tasks in a safe manner. Your doctor should document any work restrictions on a medical certificate for you to raise with your Supervisor.

Step 2: Consult with your supervisor on the medication you are taking and advice received from your doctor. Your supervisor will then conduct a risk assessment on your work tasks to ensure the safety of yourself and others. For further information contact the WHS Unit on extension 3931.

### **Q5. How do I know if I have a problem?**

This simple questionnaire can act as a guide to identifying if you have a problem with alcohol. If you answer yes to three or more of the questions below, advice should be sought. You can contact the University [Employee Assistance Program](#) for a free and confidential discussion (Phone 4221 3445).

Like the other similar questionnaires, the following list of questions it is meant to be used with caution as no questionnaire by itself can tell if a person really has a serious problem. It can certainly be used as an indicator that might persuade one to seek further information and assessment from a professional.

- Do friends, colleagues or family complain about your drinking?
- Do you neglect obligations to friends, family or your employer because of your drinking?
- When drinking with others, do you sneak extra drinks when no one is looking?
- Do you promise yourself you'll cut down or stop for a period but soon find yourself drinking heavily again?

- Do you often feel regretful or embarrassed about things you do when drinking?
- The morning after, do you often find it difficult to remember what happened the night before?
- Have you had accidents, injuries, illness or trouble with police, which might have been caused by drinking?
- Do you sometimes drink to relieve shakiness, hangovers, sweating, or rapid heartbeat?
- Do you often find you end up drinking a lot more than you intended to?
- Do you often worry that there may not be a drink available when you need one?

***Please contact your Supervisor or the WHS Unit if you have any other questions regarding the implementation of the Policy.***

## Version Control Table

Version Control	Date Released	Approved By	Amendment
1	Aug-05	WHS Manager	Document created
2	Sep 2007	WHS Manager	Updated to reflect current requirements
3	Sep 2010	WHS Manager	Document updated to incorporate the Personnel name change to Human Resources Division and scheduled review
4	Mar 2012	WHS Manager	Rebrand
5	May 2013	WHS Manager	Legislative update
6	November 2013	WHS Manager	Scheduled review – no significant changes