

# Alcohol and Other Drugs Policy

## Section 1 - Introduction

This policy supports the University's commitment to creating a safe, healthy and productive environment for work and study. It also addresses the University's responsibilities under the Occupational Health and Safety Act NSW 2000 "to ensure the health, safety and wellbeing of all in the workplace".

This policy must be read in conjunction with the [Alcohol and Other Drugs Management Procedure](#) and the other documents listed under Essential Supporting Documents.

## Section 2 - Policy Intent

(1) The aim of this policy is to:

- a. provide guidelines for the responsible service and consumption of alcohol on University campuses;
- b. set standards of behaviour in accordance with the University of Newcastle's core values and legal requirements;
- c. reduce the personal and professional losses associated with the misuse of alcohol and other drugs;
- d. provide access to support services for staff and students who wish to address their patterns of alcohol or drug use; and
- e. indicate the consequences of a breach of this policy.

## Section 3 - Policy Provisions

(2) The University will:

- a. provide a safe and healthy environment for study and work;
- b. minimise alcohol and other drug related harm to all members of the University community, University property and the reputation of the University;
- c. meet legal and compliance responsibilities in the Responsible Service of Alcohol (Serving Alcohol Responsibly) and the use of drugs across all University related activities; and
- d. provide an inclusive environment for staff and students who choose not to consume alcohol.

(3) Staff Responsibilities

- a. All members of staff are expected to recognise that performance of duties can be affected by alcohol and other drugs.
- b. Staff members who are adversely affected by alcohol and/or drugs must not report for work whilst affected.
- c. If the University has concerns that a staff member is impaired by alcohol or drug use, the University will direct that staff member to cease work immediately.
- d. A staff member engaged in behaviour that impacts on the safety or performance of other staff, students and/or members of the University community may be subject to disciplinary action in accord with the

misconduct/serious misconduct provisions of the relevant Workplace Agreement.

- e. When representing the University at functions where alcohol is available, staff are expected to demonstrate professional and responsible behaviour. Staff members who are taking prescription or over-the-counter drugs that may impact on the workplace should bring the matter to the attention of their supervisor prior to commencing work.

#### (4) Student Responsibilities

- a. All students are expected to recognise that performance of their academic activities can be affected by alcohol and other drugs.
- b. Students who are adversely affected by alcohol or other drugs should not attend an academic activity e.g. lectures, tutorials, laboratories, workshops or excursions.
- c. If the University determines that a student is impaired by alcohol or other drug use, the University will direct that student to cease academic activity immediately.
- d. A student engaging in behaviour that impacts on the safety or performance of other students and/or other members of the University community may be subject to disciplinary action being taken in accordance with the [Student Conduct Rule](#).
- e. When participating in University functions where alcohol is available, or when visiting or residing in Residential Colleges, students are expected to demonstrate responsible behaviour.
- f. Students who are taking prescription or over-the-counter drugs that may impact on their academic activity e.g. use of machinery and equipment, should bring the matter to the attention of their supervisor prior to conducting the academic activity.

#### (5) Managing Misuse of Alcohol and Drugs

- a. In accordance with their designated level of responsibility, staff are responsible for maintaining standards of acceptable behaviour as described in the relevant University policies, and for addressing inappropriate behaviour in students/staff.

#### (6) Events Involving Alcohol

- a. All staff responsible for organising University functions whether they are informal events or formal events must follow the Responsible Service of Alcohol Regulation. Formal events are events endorsed by the University - regardless of their size or participants. Informal events are informal gatherings of staff members and invited guests. Supervisors or managers must take responsibility for the event regardless of whether it is informal or formal.
- b. At University functions where alcohol is served, staff and students are expected to:
  - i. understand and respect individual and cultural differences in attitudes towards the consumption of alcohol;
  - ii. ensure that all events are fully inclusive and welcoming of all invitees including those who are not of legal drinking age and those who choose not to drink. This excludes licensed venues where minors under 18 years of age may not be permitted in some areas; and
  - iii. ensure that non-alcoholic drinks, including water, are available.
- c. Alcohol will not be served to persons under 18 years of age.
- d. Alcohol will not be served to intoxicated persons.
- e. Only licensed venues may sell alcohol on campus.
- f. Licence venues must have staff trained RSA as per [Liquor Regulation 2008](#) and follow all abiding legislation associated with this licence.
- g. Alcohol may only be consumed in the area designated for the event.

- h. Security must be made aware of any formal functions held on campus.
- i. University staff/students responsible for Formal Events must:
  - i. complete an appropriate risk assessment in the course of planning the event [Health and Safety Risk Assessment](#) and
  - ii. take appropriate action to ensure the safety and well being of people and property.
- j. Activities that encourage the excessive consumption of alcohol such as pub crawls and drinking competitions are prohibited on campus as per the Responsible Service of Alcohol Regulation.
- k. Advertising and sponsorship of an event must be in accordance with the ABAC Responsible Alcohol Marketing Code.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	23rd August 2011
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<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	23rd August 2011
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<b>Responsible Executive</b>	Martin Sainsbury Chief People and Culture Officer martin.sainsbury@newcastle.edu.au
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## Glossary Terms and Definitions

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Risk assessment"** - The overall process of risk identification, risk analysis, and risk evaluation.

**"Campus"** - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

**"Course"** - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Disciplinary action"** - When used in relation to staff of the University, this is as defined in the applicable and current Enterprise Bargaining Agreement, or the staff member's employment contract. When used in relation to students of the University, this is as defined in the Student Conduct Rule.

**"Lecture"** - Any timetabled activity labelled 'lecture' in the University's timetabling and room booking system.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Supervisor"** - Staff members with direct supervisory responsibility for other staff within the workplace (a Supervisor may also be member of Senior Management, with duties as an Officer as defined in the Work Health and Safety Act 2011, or any replacing legislation).