UMSU WORKPLACE DRUG AND ALCOHOL POLICY

INTRODUCTION
UMSU is committed to maintaining a workplace that promotes a safe and welcoming working environment for all job applicants, staff, student representatives, students, contractors, visitors and customers/clients.

The purpose of this policy is to provide guidance to student representatives and staff employed to work with and for UMSU on the use of drugs and the use of and service of alcohol within the workplace, and at events organised by UMSU. It outlines the framework and policies to minimise alcohol and other drug related harm to individuals, property and the reputation of UMSU. It is also a framework for the reporting and handling of any complaints about these issues.

UMSU recognises its obligations to ensure all staff, student representatives and UMSU affiliated Clubs and Societies are familiar with their responsibilities as established by this policy and their legal and compliance responsibilities to other students, staff, the Victorian Commission for Gambling and Liquor Regulation (VCGLR) and the university community.

In the event of a student visiting or participating in UMSU activities and who has a complaint against an UMSU staff member or student representative regarding drug and/or alcohol consumption this policy will apply if there are no relevant legal reporting channels.

SCOPE
This policy is subject to any relevant legislation and VCGLR Guidelines and the University’s Responsible Management and Use of Alcohol Policy and Management of Alcohol at Events Procedure.

This policy applies to students when they are engaged in activities reasonably connected to their role as a staff member or elected student representative of UMSU.

The relevant policies of the University of Melbourne apply to students of the University engaged in activities reasonably connected with the University.1 For an activity to be deemed to be reasonably connected with the University the student’s participation or attendance must be linked to their status as a student.

This policy applies at all times when a staff member or student representative is representing UMSU, or doing work on behalf of or for UMSU, whether on UMSU premises or off-site. Off-site work includes attendance at conferences and working

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1 “Student” has the same meaning as in s 3 of the University of Melbourne Act 2009 (Vic).
at clients’ sites. All staff, student representatives, volunteers and contractors have a shared responsibility to support UMSU’s Workplace drug and alcohol policy.

WORKING AT UMSU

UMSU has an expectation that staff and elected representatives should not be adversely affected by alcohol or other drugs whilst on UMSU business.

We expect that staff and elected representatives observe applicable laws in relation to using, possessing, giving or selling alcohol or drugs.

We recognise that the inappropriate, irresponsible and unlawful use of alcohol or drugs can adversely affect workplace performance, health, safety and personal relationships and result in damage to property, and potentially affect the rights and enjoyment of others.

UMSU does not condone or support the use, possession, cultivation or trafficking of illicit drugs or the misuse and abuse of prescription or other medication.

UMSU will contribute to the provision of a healthy and safe environment in relation to alcohol and drugs by:

- Encouraging moderation and a responsible approach toward the serving and consumption of alcohol.
- Ensuring an inclusive environment for staff and students who choose not to consume alcohol.
- Promoting awareness of personal safety and security.
- Providing support to staff and elected representatives who wish to address their patterns of alcohol or drug use

Staff and Student Representatives must ensure that they do not attend UMSU if adversely affected by alcohol or drugs.

A staff member found to be impaired by alcohol or drug use by a relevant manager will be directed to cease work immediately. Where a staff member has been encouraged to seek assistance for an alcohol or other drug problem but fails to do so and his or her actions impact the safety or enjoyment of other staff or students, disciplinary action as specified in the relevant industrial instrument may be instituted.

Staff or Student Representatives taking prescription or over-the-counter drugs that have specific warnings on use (i.e. that impact upon the workplace) should bring the matter to the attention of their Manager or supervisor prior to commencing work.

Managers are responsible for identifying and addressing safety issues or impaired performance resulting from alcohol or drug use. They must take action if there is a risk to the wellbeing or welfare of the person or others.
Staff and Student Representatives are not expected to diagnose or counsel students who appear to be misusing alcohol or drugs. However they do have a responsibility, where appropriate, to confidentially encourage students to seek assistance if they believe misuse of alcohol or drugs is occurring.

Where the behaviour of a student is influenced by drug or alcohol use and this behaviour is improper, unsafe or constitutes a risk to themself or others, this issue must be addressed immediately. Staff are to avoid acting in a manner that may itself be unsafe or aggravates the situation, and must bring the matter to the attention of their immediate Manager. Where there is an issue of safety, Union House or University Security (as relevant) must be contacted to determine an appropriate management plan.

Staff working alongside a colleague whose wellbeing or job performance they perceive to be adversely affected by alcohol or drug use are encouraged to support them in seeking appropriate assistance.

Under Occupational Health and Safety legislation it is a requirement that all incidents, including those involving alcohol and drugs, are documented and reported. The University of Melbourne Environment Health and Safety Procedure 4.2 outlines these requirements.

Staff/volunteers/ Student Representatives/contractors have a responsibility to:

- Read and fully understand the workplace alcohol policy
- Comply with this policy at all times while on work-related duties and at any time while representing UMSU
- Inform a supervisor or manager if they believe that this policy is not being followed

Managers have a responsibility to:

- Ensure that all staff/volunteers/ Student Representatives/contractors are made aware of this policy upon induction
- Create and support a workplace culture that is supportive of responsible alcohol consumption
- Monitor this policy

Communication:

- All staff/volunteers/ Student Representatives will have the opportunity to read and discuss this policy during induction
- Policies are to be easily accessible by all members of the organisation
- Staff/volunteers/ Student Representatives will be empowered to actively contribute and provide feedback during all stages of policy development and review
- Staff/volunteers/ Student Representatives must be notified of all changes to the policy

**UNION HOUSE RULES**

Union House rules apply to the service of all alcohol in Union House. All Staff and Students are expected to adhere to Union House rules when in Union House.

**UMSU AFFILIATED CLUBS AND SOCIETIES**

UMSU affiliated Clubs and Societies must at all times adhere to Responsible Service of Alcohol guidelines set out by the University, UMSU Clubs and & Societies Regulations and the relevant legislation.

**SERVING OF ALCOHOL AT UMSU EVENTS**

UMSU departments must be aware of their legal and responsible service responsibilities when serving alcohol, including, but not limited to:

- Alcohol must not be sold without a liquor licence;
- With reference to the above, events not possessing a liquor licence must provide alcohol to any individual, who is of age and not intoxicated, who requests it;
- When on licensed premises, any individual selling, offering for sale, or serving alcohol must hold an RSA, and remain sober for the duration of the event;
- Alcohol must not be served to any person aged under 18 years;
- Alcohol must not be served to any individual who is in a state of intoxication;
- Free drinking water must be available or provided on request at all licensed premises;
- Non-alcoholic drink alternatives must be available at all events where alcohol is served, and such alternatives must be available at the same or lower cost as alcoholic drinks; and
- Food must be provided at any event serving alcohol.

In addition to legislative obligations, UMSU events must adhere to the following requirements when serving alcohol:

- Any individuals engaged in serving alcohol must be sober;
- Where persons under the influence of alcohol are engaging in conduct that is indecent or violent, University of Melbourne or Union House Security must be notified immediately;
- For off-campus events, organisers must ensure that proper security arrangements are made. The prescribed ratio is two guards for the first hundred guests and an additional guard for every hundred guests thereafter;

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2 “Sold” is defined as including where it is provided without cost at events with a cover charge and/or events which are a benefit associated with having paid a membership fee – such as UMSU Membership.
- All promotional material for events where alcohol will be served must contain a clearly visible statement that UMSU encourages responsible drinking.

The UMSU Workplace Drug and Alcohol Policy will be reviewed every 12 months. The Operations Sub-Committee in conjunction with the General Manager, UMSU has responsibility for leading the review of this policy. The process for reviewing the policy includes:

- Assessment of policy implementation to date;
- Those covered by the policy are provided with the opportunity to give feedback;
- All feedback and suggestions will be considered by the review of the policy;
- Proposed changes will be presented to UMSU staff to achieve consensus.
- Students' Council will endorse the finalised policy and UMSU Management will make copies available on the website.