

P.01.05

ALCOHOL IN THE WORKPLACE POLICY

1.0 INTRODUCTION

In accordance with AVETA's Occupational Health & Safety Policy and the Occupational Health & Safety Act 2004, AVETA shall, as far as is reasonably practicable, ensure that where people consume alcohol supplied at any AVETA functions, either on or off campus, it is done so in a fair, moderate and responsible manner. Nothing in this policy/procedure is intended to detract from the individual's duty to consume alcohol in a responsible manner.

This policy applies to all staff, students, contractors and visitors.

2.0 POLICY

- AVETA recognises and acknowledges that there is a general social and legal tolerance of the controlled consumption of alcohol. However, AVETA also recognises the physical, behavioural, and social risks associated with the consumption of alcohol.
- Alcohol is not to be consumed in classrooms. The only exception to this policy: if during a practical lesson, traces of alcohol remain in the food product, and is consumed by a student (to evaluate the taste of the product) this is considered to be part of their learning process.
- AVETA will contribute to the provision of a healthy and safe working and learning environment in relation to alcohol by:
 - a) Providing support through Student Support Services to a student who has concerns regarding their use of alcohol
 - b) Commencing disciplinary procedures against any staff member or student who place their own health and safety or others at risk through the consumption of alcohol
 - c) Ensuring that the consumption of alcohol on AVETA property or at AVETA off-campus functions is in accordance with relevant Federal and State law
 - d) Encouraging personal and social responsibility in regards to the serving and consumption of alcohol
 - e) Not condoning the use of alcohol in any manner which is unsafe, illegal or fails to respect cultural differences and the rights of others
 - f) Ensuring that food as well as low alcohol content or non-alcoholic alternatives are provided at AVETA functions
 - g) Ensuring that all staff are aware of the risks associated with alcohol consumption through a broad-based education strategy
- AVETA encourages positive and safe social interaction. AVETA expects those supervising the function and those partaking in the activities to ensure that they conduct themselves in a manner that does not place other people at risk, nor AVETA's property or reputation.

3.0 PROCEDURE

3.1 Staff Responsibilities

- Staff shall ensure that they do not attend AVETA if adversely affected by alcohol i.e. having a blood alcohol concentration at or above the legal limit of 0.05.
- During practical lessons (e.g. kitchen lessons) and other high-risk areas staff shall ensure that they have a zero (0) blood alcohol concentration.
- If it is determined that a staff member is impaired by alcohol AVETA will direct that staff member to cease work immediately and refer the staff member for counselling.
- Where a staff member has been encouraged to seek assistance for an alcohol problem but fails to do so and his/her actions impact on the safety or enjoyment of other staff members or students, disciplinary action may be taken at the discretion of the AVETA CEO.
- A staff member in charge of any AVETA machinery, or where required to handle hazardous substances or undertake hazardous activities, must not be under the influence of alcohol and must comply with Victorian laws and AVETA procedures at all times.

- Staff members are responsible for setting parameters for acceptable behaviour and addressing inappropriate behaviour amongst students. Staff members are not expected to diagnose or counsel students who appear to be misusing alcohol. However, they do have a responsibility as part of their classroom management to confidentially encourage students to seek assistance if they believe misuse of alcohol is occurring.
- Where alcohol is to be provided to students at an AVETA function, the responsible staff member must obtain prior approval of the AVETA CEO.
- Where the behaviour of a student is influenced by alcohol and this behaviour is improper, unsafe or constitutes a risk, the issue must immediately be brought to the attention of the AVETA CEO. Staff are to avoid acting in a manner that may be unsafe or aggravate the situation.
- Any staff member working alongside a colleague who they perceive to be adversely affected by alcohol, in terms of their colleague's wellbeing or job performance, are encouraged to seek appropriate assistance and will be fully supported in the course of doing so.

3.2 Students Responsibilities

- Students shall ensure that they do not attend AVETA if adversely affected by alcohol; i.e. having a blood alcohol concentration at or above the legal limit of 0.05.
- During practical lessons (e.g. kitchen lessons) or whilst engaging in other high risk activities, students must ensure that they have a zero (0) blood alcohol concentration at the beginning of the lesson.
- Students are encouraged to seek assistance if they require support in dealing with an alcohol problem. Confidential help is available from Student Support Services.
- Where a student fails to seek assistance for an alcohol problem and their behaviour is improper, unsafe or impacts upon the wellbeing or enjoyment of others, disciplinary action may be initiated by the AVETA CEO.

3.3 Functions involving alcohol

- Any function involving alcohol (which has received the compulsory prior written approval by the AVETA CEO) must be under the control of an AVETA staff member approved by the CEO; this staff member must hold a current Responsible Serving of Alcohol (RSA) qualification.
- The approved staff member is responsible for the safe conduct of the event and must ensure that they do everything that is reasonable and practicable to reduce or eliminate the risk and minimise harm arising from the conduct of the event, they must ensure that:
 - a) The event has designated times when alcohol will be served
 - b) Water and non-alcoholic drinks are freely available
 - c) Appropriate food which does not encourage further drinking is provided
 - d) Alcohol is only consumed in the area designated for the event
 - e) Alcohol is not served to any person under the age of eighteen
 - f) Alcohol is not served to an intoxicated person
 - g) An appropriate standard of conduct is encouraged to ensure the safety of those in attendance
- The approved staff member must ensure there are safe means of managing difficult situations resulting from the consumption of alcohol and may need to consider appropriate action in specific instances where someone:
 - a) Becomes intoxicated at the event
 - b) Arrives at the event already intoxicated
 - c) Demonstrates unacceptable or aggressive social behaviours
 - d) Leaves the event intoxicated

3.4 Consumption of Alcohol on Excursions (tours, camps, etc)

- At no time is alcohol to be consumed on AVETA excursions. It is the responsibility of the staff member in charge of the excursion to ensure that the requirements of this procedure are fully complied with.

4.0 References

- Occupational Health and Safety Act, 2004 - [Occupational Health and Safety Act 2004 \(legislation.vic.gov.au\)](http://legislation.vic.gov.au)
- Standards for RTOs 2015 - [Users' guide to Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](#)