



# Alcohol and Other Drugs Policy - BHI

## Version 2.2018

# 1 Document Control

Version	Date	Amended by	Changes Made
1	31/10/2014	Executive Director People and Capability	Initial document
2	30/05/2018	General Manager Human Resources	Update of Position Titles
	17/05/2019	Academic Quality Assurance Officer	Minor administrative changes to remove reference to 'BHIG' and 'CAE'

## 2 Purpose

To promote and secure the health, safety and welfare of employees and other persons at the workplace and to provide guidance in relation to the management of alcohol and other drug consumption. This policy is applicable to all work sites and planned BHI events scheduled at non-BHI locations.

## 3 Scope

This policy applies to all employees, contractors, consultants, volunteers and work experience students of the BHI during the course of their work or engagement with BHI, at the work premises or at work related events. This policy applies not only during normal working hours, but also in any work related context including conferences, work functions and business trips.

## 4 Policy Statement

Employees and other persons must not attend BHI sites if under the influence of alcohol or other drugs, inclusive of prescribed medication from a medical practitioner that may adversely affect their performance or cause a health and safety risk to themselves and/or others.

If it is observed and/or communicated that alcohol and/or other drugs affect an individual, this information must immediately be reported to the Manager. The Manager will consult with Human Resources, in the first instance, investigate and take necessary action to reduce the risk of incident/injury and maintain a safe work environment.

The BHI recognises that employees participate in a range of planned events associated with BHI. This may include the consumption of alcohol for individuals over the age of eighteen. A risk management approach is to be undertaken and supervisory arrangements are to be in place by the Manager prior to the commencement of a planned event. The Management Group have a duty of care to ensure the health, safety and welfare of attendees by identifying, assessing and controlling hazards associated with a planned event.

The BHI is committed to providing an environment that actively promotes health, safety and wellbeing strategies. Employees may be provided with assistance and support through referral to Employee Assistance Program (EAP).

Being under the influence of alcohol and other drugs at the workplace, at any time, constitutes serious misconduct. Being under the influence of intoxicating liquor or a drug impairs faculties and renders an employee unfit to perform the inherent requirements and duties relevant to their position. Such behaviour is in conflict with the BHI Code of Conduct and causes serious and imminent risk in the workplace. This type of deliberate behaviour may be viewed as inconsistent with the continuation of an individual's employment contract.

Incidents involving the use, possession or trafficking of illicit drugs on BHI premises or at planned events will be referred to the relevant authority in the first instance.

Individuals who are dependent on alcohol or other drugs will not be discriminated against for seeking assistance and support, and any requests will be responded to in a timely and confidential manner.

## 5 Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Staff Code of Conduct.

## 6 Definitions

Term	Definition
BHI	Means Box Hill Institute and wholly owned subsidiaries.
Drugs	Means any substance which, when taken into the body, alters its function physically and/or psychologically" (World Health Organisation 1981).
Illicit Drugs	Refers to drugs that the law deems illegal to use, possess, cultivate or traffic, such as heroin and cannabis. The relevant legislation is the Drugs, Poisons and Controlled Substances Act 1981.
Safe and Responsible Drinking	Defined as alcohol consumption that is moderated to avoid intoxication or use hazardous to health.
Under the influence of alcohol and other drugs	Means a person's ability to work/learn competently and safely is reduced, and/or there is increased risk of being involved in an accident and the safety of other people or property are in reasonable doubt.

## 7 Related Procedures

The following procedures are linked below:

- Occupational Health and Safety Procedure
- Staff Discipline Procedure

## 8 Related Operating Guidelines

NIL

## 9 Related Forms

NIL

## 10 Related Legislation and Registration

### 10.1 Box Hill Institute

### 10.2 External

Occupational Health and Safety Act (2004) Victoria.

## 11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

## 12 Review

This policy must be reviewed no later than three years from the date of CEO endorsement. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 13 Responsibilities

Nil

## 14 Approval Body

The CEO is the approval body.

Owner	Author
Executive Director Academic Affairs (VET & Higher Ed)	General Manager, Human Resources