



ALCOHOL AND OTHER DRUGS GUIDELINES

PURPOSE

These guidelines support the *Health and Safety Policy*, *Health and Safety Management Standards* and the current Enterprise Agreements in place at the University. These guidelines are compulsory for all University staff, students and visitors to ensure safety is maintained and legislative requirements met.

DEFINITIONS

Intoxication	A condition that follows the administration of a psychoactive substance (i.e. alcohol) and results in disturbances in the level of consciousness, cognition, perception, judgement, affect, or behaviour, or other psychophysiological functions and responses.
Other drugs / Psychoactive substances	A drug or other substance that affects how the brain works and causes changes in mood, awareness, thoughts, feelings, or behaviour.
Reasonable adjustments	Modifications made to a workplace that remove barriers for people with a disability, enabling a staff member to work and participate equally in the workplace.
Worker	A person who carries out work in any capacity for Curtin University, including an employee, associate, contractor, subcontractor, volunteer and students undertaking work for the University.

1. Principles

- 1.1.** The University is committed to minimising the impact of alcohol intoxication and the effects of other psychoactive substances in the workplace.
- 1.2.** Health and safety is the responsibility of everyone - workers, students and visitors play an important role in contributing to a healthy and safe workplace. Should they report to work impaired from the effects of alcohol intoxication, or the effects of other psychoactive substances they may be in breach of Curtin's Health and Safety Policy and this guideline.
- 1.3.** Individuals with responsibility for managing people, organisational units, facilities, buildings or resources will be responsible for implementation and compliance monitoring of these procedures in their work areas.
- 1.4.** The University will provide the appropriate support, including Counselling Services, reasonable adjustments and personal leave provisions, should a medical reason or disability be identified.
- 1.5.** The University will refer to relevant clauses in the *Agreement* in relation to performance and misconduct in the absence of a medical reason associated with staff being intoxicated.

2. Details

- 2.1.** The University will act immediately in addressing the staff member once identified, which includes assisting with first aid, medical attention and/or counselling support.



External Document

2.2. Line Managers, with the support of Injury Management Services, should facilitate a staff member's return to work program should medical reasons be identified, in line with the [People Wellness \(Injury Management and Workers' Compensation\) Procedures](#)

2.3. Staff may be subject to disciplinary procedures in line with relevant performance and misconduct clauses in the *Agreement*.

3. Responsibilities

3.1. Individuals who manage people, organisational units, facilities, buildings & resources

These individuals are responsible for:

- a) ensuring the health and safety of staff at work by appropriately identifying and safely addressing staff suspected of alcohol intoxication or of being under the influence of other psychoactive substances;
- b) assessing the need to either monitor or safely remove the staff member from the workplace;
- c) providing reasonable adjustments for the staff member with suitable duties as per the [People Wellness \(Injury Management and Workers' Compensation\) Procedures](#) where fitness for work of the affected staff member is concerned;
- d) addressing refusal, denial and/or repeat incidence of alcohol intoxication or of being under the influence of other psychoactive substances in line with relevant performance and misconduct clauses;
- e) maintaining confidentiality and documentation of the incident(s) in line with the University's [Records and Information Management Procedures](#);
- f) confidentially reporting each incident to Curtin Health & Safety via the [online Incident and Hazard Reporting website](#).

3.2. Staff/Worker(s)

Are responsible for:

- a) their health and safety during the course of their employment with the University;
- b) not adversely affecting the health and safety of others in the workplace through their actions;
- c) disclosing to the University, any information pertaining to their health, which may adversely affect their ability to conduct their work safely;
- d) attending to their work commitments and participating in related activities in a safe manner and not adversely affected by the effects of alcohol or other psychoactive substances.

EXEMPTIONS

Nil

RELEVANT DOCUMENTS/LINKS

- Health and Safety Policy
- Health and Safety Management Standards
- Health and Safety Responsibilities Procedure
- Academic, Professional and General Staff Enterprise Agreement
- Early Childhood Enterprise Agreement 2018-2021



External Document

- (Curtin Stadium) Academic, Professional and General Staff Enterprise Agreement 2012-2016.
- People Wellness (Injury Management and Workers' Compensation) Procedures
- Online Incident and Hazard Reporting website
- [Code of Conduct](#)
- [Records and Information Management Procedures](#)

CONTACT DETAILS	
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REVISION HISTORY		
Revision #	Date	Amendment Description
1	31/10/2007	New Minimum Standard
2	10/11/2013	Revised and updated
3	17/06/2016	Revised Guideline
3.1	25/11/2016	Revised and transferred to HSEM Guideline format.
3.2	08/02/2017	Addition of H&S Management Standards to Purpose and Relevant Documents sections
3.3	07/03/2017	Removal of reference to Valuing Integrity booklet
3.4	02/06/2020	Review and new references added