
1. Purpose

The purpose of this procedure is to provide and maintain so far as is practicable a working environment for employees that is safe, by taking all reasonable steps to mitigate potentials risks associated with the use of alcohol and drugs in such a manner that it effects the workplace.

2. Scope

This procedure applies to all Council work areas.

3. References

1. The Occupational Health and Safety Act 2004
2. Liquor Control Reform Act 1998

4. Responsibilities

Employees

Alcohol

Employees must not bring alcohol onto any Council property in any form other than in circumstances, such as social functions, which have been authorised **in advance** by the Chief Executive Officer (CEO).

Employees must not report for duty, at any time of the day, under the influence of alcohol to the extent that it may impair their ability to effectively perform the requirements of the position, including their ability to meet all relevant statutory requirements regarding the safe operation of vehicles, plant, equipment and/or machinery.

All employees are to be below the legal Blood Alcohol Content (BAC) limit at all times whilst on duty, or while on-call and potentially required to report for duty.

Employees (and any other authorised persons) must be under the legal BAC limit while using Council vehicles, whether on duty or not.

In all circumstances where alcohol in the workplace has been authorised, and in work related activities where alcohol is available, the Council encourages employees to practice responsible and sensible drinking habits – **refer Section 5.1.**



Responsibilities Continued

Drugs

Employees must not bring non-prescription (i.e. illegal) drugs onto any Council property in any form.

Employees must not:

- **report for duty if under the influence any drugs, or**
- **use any drugs on any Council property,**

other than those, which have been prescribed by a medical practitioner, and for which a prescription or medical certificate can be produced, if required.

If an employee is using a prescription drug, he/she should give consideration to advise his/her Manager or Supervisor. The Employee should also ascertain and inform the Manager or Supervisor of the impact or effect of the drug, especially if he/she is required to use or operate plant or equipment, or to drive a vehicle, where the drug could impair the employee's performance and/or judgment.

NOTE: Breaches of this policy, including the unlawful operation of vehicles, plant, equipment or machinery, will be dealt with in accordance with the Council's ***Discipline Procedure***, including ***Instant Dismissal*** if justified in the circumstances.

5. Method

Social Functions Permission

Permission has been granted by the CEO for the consumption of Alcohol by employees at after work social drinks on Fridays (Indoor staff) and social drinks on Thursdays (Outdoor Staff Social Club) subject to the following conditions.

5.1 Responsible Service of Alcohol Officer/s

Alcohol is to be served at staff functions by a staff member/s accredited with a **Responsible Service of Alcohol Certificate** and not self service.

The Officer/s will be responsible to ensure the following guidelines are not breached.

1. Functions have clear start and finish times.
 - (Indoor One Hour 5.00pm-6.00pm)
 - (Outdoor Social Club Thursday Drinks – Half Hour 4.30m-5.00pm)
 - (Special Occasions may be approved by the Director – Services)
2. The type of alcohol available for consumption is restricted to light and heavy beer, wine and UDL. (Indoor Drinks)
3. Alcoholic content of drinks is such that the amount of alcohol consumed within the one hour time frame would not place anyone who intends to drive over the BAC limit. (Outdoor Drinks is limited to two cans of standard strength beer)
4. Alternative transportation arrangements are to be made by the function organiser /RSA Officer to ensure staff can be safely transported home at



the allocated finish time, if they consider that such staff are adversely affected by alcohol or would exceed the legal BAC limit, if they drove.

5. Alcohol is not to be sold at any Council or affiliated social function where a Liquor license is not held.
6. Signs are to be posted at the function entrance stating “Entrance fee covers food and entertainment, liquor supplied free of charge”
7. Display signs stating Council’s Recommendations that **“In all circumstances where alcohol in the workplace has been authorized, and work related activities where alcohol is available, the Council encourages employees to practice responsible and sensible drinking habits”**
8. That adequate food is provided at functions where alcohol is being provided.
9. Copies of Responsible Serving of Alcohol Certificates must be on display.
10. If any changes are to be made to the nominated RSA Officers, details are to be conveyed to the Human Resources Department Occupational Health and Safety Officer.

5.2 Communication

The function organiser or in their absence, the Responsible Service of Alcohol Officers shall ensure that the above information is communicated to employees participating in the authorized after work drinks or any other function which permission has been granted.

5.3 Training

Council will fund the cost of accreditation for employees who volunteer to undertake the RSA Certificate Course.

6. Related Documents

1. Section 2.01, *Occupation Health and Safety Policy*
2. Section 4.13, *Needle Stick and Body Fluids Safety*
3. Council’s Disciplinary Procedure

7. Attachments

1. List of Staff With Responsible Service of Alcohol Certificate

Attachment 1



| List of Accredited Responsible Service of Alcohol Staff | |
|--|---|
| Designated Groups | Responsible Service of Alcohol Names |
| Indoor Staff Drinks Group | Brendan Walsh |
| Indoor Staff Drinks Group | Brayden Aitken |
| Outdoor Social Club | Neil Heinjus |
| Outdoor Social Club | Ray Gourlay |
| Outdoor Social Club | Rodney Warren |
| Outdoor Social Club | Neville Larson |
| Outdoor Social Club | Tony Ellis |
| Outdoor Social Club | Wayne Long |
| Outdoor Social Club | Geoff Down |
| Outdoor Social Club | Adrian Mc Cann |
| Outdoor Social Club | Geoff Griffin |
| Outdoor Social Club | Katie Wallace |
| Outdoor Social Club | James McCallum |
| Outdoor Social Club | Kevin Gould |
| Outdoor Social Club | Joe Maloney |
| Eastbank | Erin Manzone |
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