

These guidelines are to be used in conjunction with the Environment Health and Safety Manual Section 8.2.5 Alcohol and Drugs in the Workplace.

The University is committed to protecting the safety of staff, students and visitors participating in University events involving alcohol. These guidelines should be strongly encouraged and undertaken by any staff or student nominated as the Event Manager organizing an event where alcohol is to be served.

The event should be fully inclusive of all invited staff and students:

Staff and students should be welcome regardless of their age, ethnicity, cultural or religious affiliation, or if they do not drink for any reason.

Alcohol should not be the focus of the event:

Attendance should not be encouraged by the offer of alcoholic drinks at reduced or no cost. Consumption of alcohol should not be the basis for the event occurring.

Inappropriate or excessive consumption of alcohol should not be encouraged:

Competitions, promotions, pub-crawls or other means of encouraging the excessive consumption of alcohol should not take place at any time.

Advertising should not emphasise the availability of alcohol:

Advertising that encourages excessive alcohol consumption, inappropriate alcohol consumption or identifies that the alcohol is free is not to be displayed.

Alternatives to alcoholic drinks should be made available:

- ◆ Low alcohol content drinks should be served in preference to full strength.
- ◆ Soft drinks should be made available and displayed as prominently as alcoholic drinks
- ◆ Water should be available free of cost throughout the entire event

Emergency Management needs have been addressed:

- ◆ A first aider should be available at all times, either through Security or as an invited attendee
- ◆ Emergency wardens should also be available if the event is held indoors
- ◆ Contact details for security should be readily available
- ◆ A telephone should be accessible

An appropriate standard of conduct should be encouraged:

Participants should be monitored to ensure an appropriate standard of conduct. Any person who becomes disruptive, violent or ill should be handled by the Event Manager who should contact the appropriate authorities or have the participant removed from the function.

Situations where intoxication may occur have been addressed:

The supply of alcohol should not exceed normal expectations for the attendees. Less alcohol should be made available if the event is a daytime BBQ or short event.

Substantial food should be served:

Substantial food should be served in preference to snack food.

Incidents should be immediately reported:

Incidents and injuries should be reported immediately to the Risk Management Office or Security Office. An S3 Incident form should be completed as soon as possible.