

The University of Melbourne
Alcohol and Drug Policy and Procedures

March 2004
Revised December 2008

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1.0 Title

The University of Melbourne Alcohol and Drug Policy and Procedures.

2.0 Purpose

The purpose of the Alcohol and Drug Policy and Procedures is to provide guidelines for the management of the use of alcohol and drugs within the University community.

3.0 Application

The Alcohol and Drug Policy and Procedures apply to all members of the University community and to all activities undertaken on University sites. This includes:

- All enrolled students.
- Employees whilst they are working for, or representing the University in any capacity.
- Residents, contractors, honoraries, visiting fellows and visitors to the University.
- Activities on University campuses, teaching sites and residential accommodation.

Residential Colleges affiliated with the University are encouraged to continue to develop, implement, and monitor alcohol and drug guidelines consistent with Victorian laws and these Policy and Procedures that reflect the specific needs of their communities.

4.0 Legislation

- *Occupational Health and Safety Act (Vic) 2004*
- *Liquor Control Reform Act (Vic) 1998*
- *Drugs, Poisons and Controlled Substances Act (Vic) 1981*

5.0 Policy

The University of Melbourne is committed to:

- Encouraging and assisting staff and students to realise their full academic and personal potential within an environment that actively promotes their health, wellbeing and safety.
- Minimising alcohol and other drug related harm to individuals, property and the reputation of the University.
- Encouraging moderation and a responsible attitude toward the consumption of alcohol.
- Meeting legal and compliance responsibilities across all University related activities.

The University of Melbourne believes that:

- Comprehensive alcohol and drug policies and procedures address the reality of drug use and associated problems in the community generally and reflect a commitment to the health, safety and welfare of the University community.
- Members of the University community should not be adversely affected by alcohol or other drugs whilst engaged in University business.
- Members of the University community should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol or drugs.
- Alcohol and drug misuse is a social and health problem, which is responsive to prevention, and appropriate diagnosis and treatment.
- The inappropriate, irresponsible and unlawful use of alcohol or drugs can adversely affect

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academic performance, health, safety and personal relationships and result in damage to property, and potentially affect the rights and enjoyment of others.

- All members of the University community share responsibility for protecting the academic environment by exemplifying high standards of professional and personal conduct.
- It has a legitimate interest in taking appropriate action if alcohol or drug use is adversely affecting health, safety or performance of an individual or group within the University, or brings the University into disrepute.

The University of Melbourne does not condone or support the use, possession, cultivation or trafficking of illicit drugs or the misuse and abuse of prescription or other medication.

The University of Melbourne will contribute to the provision of a healthy and safe environment in relation to alcohol and drugs by:

- Encouraging moderation and a responsible approach toward the serving and consumption of alcohol.
- Ensuring an inclusive environment for staff and students who choose not to consume alcohol.
- Promoting awareness of personal safety and security.
- Providing support to staff and students who wish to address their patterns of alcohol or drug use.

The University of Melbourne will effectively manage risk through these policies and procedures that will:

- Outline the responsibilities of staff, students and Event Managers.
- Specify emergency and security procedures to be followed in the event of an adverse alcohol or drug related incident.
- Specify event management procedures where alcohol is being provided.

6.0 Responsibilities

6.1 Students

Students must ensure that they do not attend the University if adversely affected by alcohol or drugs.

Students are encouraged to seek assistance if they require support in dealing with an alcohol or drug problem. Confidential help is available at the University Health and Counselling Services.

Where a student fails to seek assistance for an alcohol or other drug problem and their behaviour is improper, unsafe or impacts upon the wellbeing or enjoyment of others, disciplinary action or other University procedures may be instituted.

6.2 Staff

Staff must ensure that they do not attend the University if adversely affected by alcohol or drugs.

If the University determines that a staff member is impaired by alcohol or drug use, the University will direct that staff member to cease work immediately. Where a staff member has been encouraged to seek assistance for an alcohol or other drug problem but fails to do so and his or her actions impact of the safety or enjoyment of other staff or students, disciplinary action or other University procedures may be instituted.

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Staff members who are taking prescription or over-the-counter drugs that have specific warnings on use (i.e. that impact upon the workplace) should bring the matter to the attention of their Supervisor prior to commencing work. Staff in charge of University vehicles and machinery, handling hazardous chemicals or undertaking hazardous activities must not be under the influence of alcohol and/or drugs and must at all times comply with relevant Victorian laws.

Heads of Department and Supervisors are responsible for identifying and addressing safety issues or impaired performance resulting from alcohol or drug use. They must take action if there is a risk to the wellbeing or welfare of the person or others.

Staff members are responsible for setting parameters for acceptable behaviour and addressing inappropriate behaviour in students. Academic staff are not expected to diagnose or counsel students who appear to be misusing alcohol or drugs. However they do have a responsibility, where appropriate, to confidentially encourage students to seek assistance if they believe misuse of alcohol or drugs is occurring.

Where the behaviour of a student is influenced by drug or alcohol use and this behaviour is improper, unsafe or constitutes a risk to themselves or others, this issue must be addressed immediately. Staff members are to avoid acting in a manner that may itself be unsafe or aggravates the situation, and must bring the matter to the attention of their immediate Supervisor or Head of Department/Campus. Where there is an issue of safety, Security must be contacted to determine an appropriate management plan.

Staff members working alongside a colleague whose wellbeing or job performance they perceive to be adversely affected by alcohol or drug use are encouraged to support them in seeking appropriate assistance.

Under Occupational Health and Safety legislation it is a requirement that all incidents, including those involving alcohol and drugs, are documented and reported. The University of Melbourne Environment Health and Safety Procedure 4.2 outlines these requirements.

7.0 Procedures relating to the management and use of alcohol

7.1 Event Managers

All activities involving alcohol must have at least one person nominated as an Event Manager who will be responsible for the planning and management of the event.

Event Managers are responsible for the safe conduct of the event. They must ensure that they do everything that is reasonable and practicable to reduce or eliminate risk and minimise harmful consequences arising from the conduct of the event. This includes ensuring that the event is held in accordance with relevant Federal and State laws and University policies and regulations.

Event Managers must ensure that the consumption of alcohol is a social adjunct to, and not the purpose of, the event. They should ensure that the event is fully inclusive and welcoming of staff and students who are not of legal drinking age or who choose not to drink.

7.2 Events involving alcohol

University events involving alcohol fall into one of two categories:

- Informal University Events involving Alcohol

These are informal gatherings of staff members and invited guests.

- Formal University Events involving Alcohol

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These are events that are hosted and endorsed by, or affiliated with, the University regardless of their size, location or participants.

All events and activities involving enrolled students are classified as Formal University Events.

7.2.1 Informal University Events involving Alcohol

Event Managers organising Informal Events involving Alcohol must ensure the following:

- The event is fully inclusive and welcoming of all invitees including those who are not of legal drinking age and those who choose not to drink
- The event has designated times between which alcohol will be served
- Non-alcoholic drinks including plain water are freely available
- Appropriate food which does not encourage further drinking is provided
- Alcohol is only consumed in the area designated for the event
- Alcohol is not served to a person under the age of eighteen
- Alcohol is not served to an intoxicated person
- An appropriate standard of conduct is encouraged to ensure the safety and enjoyment of those attending the event.

Event Managers of Informal Events involving Alcohol are encouraged to familiarise themselves with the principles outlined in the attached 'Formal Events Involving Alcohol Management and Safety' checklist and use these principles to plan and structure the event (see Appendix 1).

7.2.2 Formal University events involving alcohol

Event Managers of Formal University Events involving Alcohol must complete the attached 'Formal University Events involving Alcohol -Management and Safety' Checklist (see Appendix 1).

This checklist must be completed to the satisfaction of the relevant Head of Department/Campus or Faculty General Manager at least two weeks prior to the event occurring.

If the checklist is not submitted or not completed to the satisfaction of the Head of Department/Campus or Faculty General Manager, the event is not permitted to take place.

7.3 Use of University Grounds

Event Managers wishing to utilise University Grounds for their function must contact the relevant campus on the numbers provided below.

Parkville	Grounds Bookings, Maintenance Section on (03) 8344 6000, a minimum of two weeks prior to the event to begin the planning process. Major functions require more preparation and planning and it is advisable to make contact at least 4 weeks in advance.
Burnley	Contact Reception on (03) 9250 6800.
Creswick	Contact Site Manager
Dookie	Contact the Residential Manager on 5833 9258.
VCA	Contact P&CS Manager
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7.4 Liquor Licensing

Under the *Liquor Control Reform Act (Vic)1998*, it is an offence to sell alcohol without a liquor licence, either directly or indirectly. These laws apply to all property owned or leased by the University of Melbourne.

Event Managers wishing to sell alcohol on University property must obtain permission of the Vice-Principal (Property & Campus Services) as the University's authorised delegate, via the Liquor Licence Request form. If permission is granted, the Vice-Principal (Property & Campus Services) will submit a formal request to Liquor Licensing Victoria for a temporary or permanent liquor licence.

Enquiries are to be directed to the Vice-Principal (Property & Campus Services) via 03 8344 3156.

7.5 Ensuring appropriate behaviour

An appropriate standard of conduct must be maintained to ensure the safety and enjoyment of those attending the event and other members of the University.

Event Managers must ensure there are safe means of managing difficult situations resulting from consumption of alcohol. Appropriate strategies to manage behaviour must be determined well before any event takes place.

Event Managers may need to consider an appropriate course of action in specific instances such as where someone:

- becomes grossly intoxicated at the event
- arrives at the event already grossly intoxicated
- passes out or becomes ill
- becomes violent
- leaves an event intoxicated

Event Managers must ensure they have a charged mobile phone along with Emergency and Security contact numbers.

Symptoms of moderate to severe alcohol intoxication can include:

- slurred speech
- inability to stand
- mumbling

In such circumstances, an appropriate course of action is usually to:

- gain assistance where possible
- call an ambulance
- avoid body fluids if not wearing rubber gloves
- turn the patient on their side and tilt their head back to avoid inhalation of vomit
- cover them with a blanket
- reassure the person
- do not leave them unattended until professional assistance arrives

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7.6 Security

Security issues should be discussed with the relevant person prior to the event taking place. For events at Parkville, please contact the Traffic and Security Manager on 03 8344 8221.

For events at any of the non-Parkville Campuses, please contact the Head of Campus.

Security personnel assist in maintaining a secure environment and should be the first point of contact in threatening situations. Security will respond rapidly to calls on campus relating to alcohol and drug issues. Please see below for campus details.

Parkville	Dial extension 46666 (or toll free 1800 246 066) to access 24-hour emergency assistance from University Security on the Parkville Campus.
Non-Parkville Campuses	The emergency assistance number can be used in threatening circumstances 24 hours a day. Dial: (0) 000 from all University internal phones. Dial 000 if using a public phone.
Burnley	03 8344 6666
Creswick	03 5321 4333 (BH) 0425 700 042 (AH)
Dookie	03 5833 9200 (BH) 5833 9200 (AH)
Werribee	03 9731 2087 (BH) 9731 2232 (AH)
VCA	03 9685 9311

7.7 Emergency Assistance

In the event of an emergency occurring at an event involving alcohol, the Event Manager should contact the Ambulance, Fire Brigade or Police Services as appropriate by dialling : (0) 000 from all University internal phones or 000 from a public phone.

If a situation is life threatening, the Ambulance should be contacted first.

In all emergency situations at Parkville, it is also essential that Security be contacted on extension 46666 (or toll free 1800 246 066).

If the emergency situation is taking place at one of the non-Parkville campuses, call Emergency Assistance (as above) and then contact the senior staff member at the campus via Reception during business hours. At campuses with residences, after hours emergency contact details for senior staff are displayed on notices in the residences.

Each of the non-Parkville campuses have emergency procedures and campus specific contact details which are printed in the campus Student Guide, and notices are displayed throughout buildings and residences.

8.0 Melbourne University Sport and Alcohol

Melbourne University Sport (MUS) provides sport and recreational opportunities for the University community including students, staff and graduates. Graduates from any university are eligible to use the facilities.

The University of Melbourne Alcohol and Drug Policy and Procedures apply to all MUS activities and

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events as well as the following individuals and groups:

- Sports Clubs affiliated with MU Sports Association (MUSA), including all their members, both students and non-students
- Students, officials and supporters of Melbourne University teams competing in Inter-University competitions
- Members, users and visitors to MUS facilities
- Visiting Teams

MUSA clubs and other groups that wish to use MUS facilities and charge for alcohol at events (including via an event cover charge) at these facilities must obtain a liquor licence to meet the requirements of the Liquor Control Reform Act 1998.

MUS expects all MUSA Clubs to ensure their members conduct themselves in a responsible manner at all times, at both formal and informal events, on and off campus.

Melbourne University Sport discourages sponsorship of sporting teams and functions by breweries, wineries and distilleries.

Contact the Director, Sport and Physical Recreation for more details.

9.0 Tobacco Use

Refer to the University of Melbourne Environment Health and Safety Manual 11.12 'Smoking in the Workplace'.

10.0 Drug use

10.1 Suspected Overdose

If someone is suspected of having overdosed, it is vital that they receive professional help as soon as possible. Quick responses can save lives.

- Call an ambulance immediately. Dial (0) 000 from any Melbourne University campus internal phone or dial 000 from a public phone.
- Stay with the person until the ambulance arrives.
- In all emergency situations it is also essential that Security be contacted. Dial extension 46666 (or toll free 1800 246 066) from the Parkville Campus and refer to 8.7 for the Institute of Land and Food Resources Campus Security contact details.
- If possible, call your local first aid officer. First aid boxes are available in all Departments. It is also worth determining if anyone at the scene knows mouth-to-mouth resuscitation or cardiopulmonary resuscitation (CPR).
- Ensure adequate air by keeping crowds back and opening windows. Loosen tight clothing.
- If the person is unconscious, don't leave them on their back – they could choke. Turn them on their side and into the recovery position. Gently tilt their head back so their tongue does not block the airway.
- If breathing has stopped, mouth-to-mouth resuscitation is required. If there is no pulse, CPR will need to be applied.
- Provide the ambulance officers with as much information as you can – drugs taken, how long ago and any pre-existing medical conditions.

10.2 Needle Disposal Units

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People using syringes and needles are strongly encouraged to dispose of these responsibly using the needle disposal units provided.

There are a total of 26 needle disposal units on the Melbourne University Parkville Campus.

Needle Disposal Unit locations: The contract for the provision and servicing of the Parkville needle disposal units is managed by the Manager, Facility Services on behalf of Property and Campus Services.

Parkville	<p>One in the male toilet, basement, Baillieu Library. One in the female toilet, basement, Baillieu Library. One in the female toilet, level 2, Baillieu Library. One in the male toilet, level 3, Baillieu Library. One in the male toilet, student health, 138 Cardigan St. One in the female toilet, student health, 138 Cardigan St. One in the disabled toilet, student health, 138 cardigan St. One in the female toilet, level 2, Arts Centre. One in the male toilet, level 3, Arts Centre. Two in the male basement toilets. Two in the female basement toilets. One in the male, one in the female and one in the disabled U.Bar toilets, level 1. One in the female toilet, level 3. One in the male toilet, level 4. One in the female toilet, Staff lockers' Room, level 2. One in the male toilet, Staff lockers' Room, level 3. One in the male and one in the female Grand Buffet Hall toilets, level 3. One in the male and one in the female Raymond Priestley Room, level 2. One in the male and one in the female Dressing Room, Union Theatre toilets, basement.</p>
Dookie	Toilet block in Post Office Place.
Creswick	Residential toilet blocks.

The MUSU Building Services, Administrative Assistant manages the MUSU needle disposal units.

The Dookie Residential Manager manages the Dookie needle disposal units.

The Creswick Site Manager manages the Creswick needle disposal units.

In the event that a used syringe is found on the Parkville Campus, call Maintenance/Property and Campus Service help desk on extension 46000 during business hours, and after hours, call the Security Control Centre on extension 44674.

The initial contact person at all non-Parkville Campuses with residences is the Residential Manager and at those Campuses without residences, the Manager Campus Administration.

No attempt should be made to remove the syringe and the person reporting the matter should wait until assistance arrives.

10.3 Needle and Syringe Exchange Programs

The closest Needle and Syringe Exchange Programs to Melbourne University Campuses are

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located at:

Parkville	Melbourne Sexual Health Centre 580 Swanston Street CARLTON 3053 Phone: (03) 9347 0244.
Burnley	Buoyancy Foundation 293 Punt Road RICHMOND 3121 Phone: (03) 9429 3322 Email: info@buoyancy.org.au
Creswick	Ballarat Community Health Centre 710 Sturt Street BALLARAT 3350 Phone: (03) 5333 1635
Dookie	Goulburn Valley Community Health Service 272 Maude Street SHEPPARTON Phone: (03) 5831 2012

Local health service information for each of the non-Parkville campuses can be found in the individual Campus Student Guides.

11.0 Health and Counselling resources

Health and Counselling provides a comprehensive range of counselling and medical services to staff and students as well as professional counselling and chaplaincy services. These services aim to address the emotional, physical and spiritual life of individuals within the University community.

Issues relating to drug and alcohol use are frequently complex and can require careful management. What may appear to be an obvious course of action can be complicated by other aspects of an individual's circumstances.

Staff within these services have the expertise to assist staff and students with alcohol and drug related issues and problems. They will refer to specialist and community agencies where requested or required.

For 'Tips on Referring People to the Counselling Service' go to:

http://www.services.unimelb.edu.au/counsel/individual_counselling/referring.html

Parkville

Health Service (03) 8344 6904 / 8344 6905
<http://www.services.unimelb.edu.au/health/>

Counselling Service (03) 8344 6927 / 8344 6928
<http://www.services.unimelb.edu.au/counsel/>

Non-Parkville Campuses

Please contact Campus Administration at each of the Campuses for details regarding Health and Counselling Services.

12.0 Additional Information and Resources

If unsure about implementing this Policy and Procedure, contact your Head of Department, Head of Campus or Faculty General Manager.

12.1 References

- University of Melbourne, Environment Health and Safety Manual 11.13, Alcohol and Drugs

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- in the Workplace
- University of Melbourne, Environment Health and Safety Manual 11.12, Smoking in the Workplace
- University of Melbourne, 'Culturally Inclusive Social Events – Guidelines for Good Practice'.
- Turning Point Alcohol and Drug Centre Inc., 'Campus Alcohol and Other Drug Policy Issues'.
- Commonwealth Department of Health and Ageing 'National Action Plan on Illicit Drugs 2001–2002/03'.
- Commonwealth Department of Health and Ageing 'Alcohol in Australia: Issues and Strategies'.
- Commonwealth Department of Health and Ageing 'National Alcohol Strategy: A Plan for Action 2001 to 2003-04'.

12.2 Useful websites

- The University of Melbourne 'Culturally Inclusive Social Events – Guidelines for Good Practice':
<http://www.unimelb.edu.au/diversity/downloads/Inclusive-Events.pdf>
- Drug Information
<http://www.drugs.vic.gov.au>
- Drug Information in Other Languages
<http://www.drugs.vic.gov.au/inyourlang.htm>
- Australian Drug Information Network
<http://www.adin.com.au>
- Better Health Channel:
<http://www.betterhealth.vic.gov.au>
- The Alcohol and Drug Information Clearinghouse:
<http://www.druginfo.adf.org.au/>

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Appendix 1 Formal University Events involving Alcohol: Management and Safety Checklist



The University of Melbourne is committed to protecting the safety of its staff, students and members of the public participating in Formal University Events involving Alcohol. The Event Manager must complete and submit this checklist at least **TWO WEEKS** prior to the event date. This checklist must be completed to the satisfaction of the relevant the Head of Department/Campus or Faculty General Manager. **If not submitted or completed to their satisfaction, the event cannot take place.**

YOU MUST ANSWER ALL ITEMS IN THE ABOVE CHECKLIST AND COMPLETE DETAILS OVERLEAF

1. The event will be fully inclusive and welcoming of all participants including those who are not of legal drinking age and those who choose not to drink	
2. The event will not include any activity that encourages the excessive or inappropriate consumption of alcohol such as pub crawls and drinking competitions	
3. Advertisements for the event will not emphasise the availability of alcohol or encourage in any way the excessive consumption of alcohol. Reference will be made to the availability of non-alcoholic drinks	
4. The event has an advertised start and finish time. No alcohol will be served prior to the start time or after the finish time	
5. Attendance at the event will not be induced or encouraged by the offer of alcoholic drinks at reduced or no cost	
6. Alcohol will not be served to a person under the age of eighteen	
7. Alcohol will not be served to an intoxicated person	
8. If alcohol is being sold directly or indirectly (including via an event cover charge) a liquor licence has been obtained through the Property and Buildings Department.	
9. Clear prominent signage will be provided reminding people that alcohol will not be sold to persons under 18 years of age or to intoxicated persons	
10. All persons managing the event, serving alcohol or monitoring alcohol consumption will not themselves consume alcohol immediately prior to or during the event	
11. At least two persons serving alcohol at the event have undertaken training in Responsible Serving of Alcohol prior to the event, or alternatively professional servers with this training have been hired for the event	
12. A system has been implemented to monitor and limit the number of alcoholic drinks served or consumed by individuals	
13. The consumption of alcohol is a social adjunct to, and not the focus of the event	
14. Attractive, high quality non-alcoholic drinks will be available and displayed as prominently as alcoholic drinks. Non-alcohol and low-alcohol drinks will be served in preference to full strength alcoholic drinks and plain water will be freely available	
15. Substantial snacks (not salty snack food which encourages drinking) will be provided	
16. Alcohol will only be consumed in the area designated for the event	
17. An appropriate standard of conduct will be encouraged to ensure the safety and enjoyment of those attending the event, and of anyone who may be affected in consequence of the event	
18. Safe means of managing difficult situations resulting from excess consumption of alcohol will be discussed well before the event takes place	
19. If possible, a person with at least Level 1 competency in First Aid (Emergency First Aid) will be on hand at the event (or details of nearest First Aid resource will be maintained by the Event Manager)	
20. Security issues will be discussed with the relevant person prior to the event taking place	
21. A mobile phone and emergency and security contact numbers will be available at the event	
22. All incidents involving personal injury or damage to property will be reported immediately to security. Incidents will also be reported to the University as soon as possible via completion of an Incident Report Form available at: http://www.pb.unimelb.edu.au/ehs/ehs/incidentreporting/	

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Name of Event Date of Event.....

Nature of Event Venue.....

Additional Comments:

Name of Event Manager Signature of Event Manager Date.....

Name of Head of Department/Campus or Faculty General Manager

Signature Date

Additional Comments:

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