

<b>Policy Hierarchy link</b>	<a href="#">Liquor Act 2007</a> <a href="#">Work Health and Safety Policy</a>		
<b>Responsible Officer</b>	Director, UNSW Safety & Sustainability		
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<b>Superseded Documents</b>	Alcohol & Drugs, approved by VCAC 10 July 2002 and amended August 2007		
<b>File Number</b>	2014/08991		
<b>Associated Documents</b>	Code of Conduct Student Code Policy UNSW Risk Management Program <a href="#">Smoke-Free Environment Policy</a>		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective Date</b>
1.0	Director, UNSW Safety & Sustainability	30 April 2014	30 April 2014

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## 1. Purpose and Scope

The purpose of this procedure is to inform staff, affiliates, students and workers of their obligations in relation to the consumption or serving of alcohol on University grounds and workplaces. This procedure has been developed in accordance with the Liquor Act 2007 (NSW) and the duty of care obligations of the Work Health and Safety Act 2011 (NSW).

It is not intended to prohibit the use of alcohol or legally obtained drugs, but rather to enforce the UNSW No Open Container Code, Code of Conduct and UNSW Risk Management Program in order to prevent the inappropriate use or consumption of alcohol and other drugs (illicit or legally obtained).

The UNSW Code of Conduct requires staff, affiliates and students to ensure that they do not attend work or perform duties or functions for the University under the influence of alcohol or drugs.

UNSW does not condone the practice or intake of illicit or recreational drugs on any UNSW campus, at events or activities and as such this procedure provides no actions relevant to their use.

This procedure does not refer to the use of drugs and alcohol at UNSW Canberra. A separate procedure applies for UNSW Canberra only, for more information contact the UNSW Canberra Health and Safety Manager.

This procedure does not encourage activities that promote the excessive or inappropriate consumption of alcohol, such as pub crawls and drinking competitions. Any event at UNSW that involves the serving of alcohol will need to follow the procedure outlined in this document.

## 2. Procedure

### 2.1 General

The UNSW No Open Container Code refers to the prohibition on the transporting or consumption of open alcoholic beverages of any type outside the perimeter of licensed premises unless approval has been granted as part of authorised events. Authorised events include alcohol being served with approval by the appropriate UNSW manager see Table 1.

The [Code of Conduct](#) sets the overarching standard of conduct required at UNSW, a standard which ensures the safety and enjoyment of those participating in a UNSW event and to ensure staff and affiliates do not attend work or perform duties or functions for the University while under the influence of alcohol or drugs

### 2.2 Type of Event and Venue

Outdoor events such as organised barbeques, lawn and table events are conducted in venues controlled by FM Assist. Refer to the FM Assist Outdoor event booking [webpage](#) for a list of outdoor venues.

Indoor events are mostly conducted in function rooms managed by Venues and Events such as the John Niland Scientia Building and AGSM Building. Refer to the Venues [webpage](#) on the Venues and Events website to see a list of indoor venues.

#### Licensed premises

All events that involve payment for alcohol must be organised by a licensed caterer or held in a licensed venue. To obtain a liquor license, an application must be submitted to the [Licensing Court of NSW](#). To serve alcohol at any event i.e. free of charge event, a Responsible Service of Alcohol (RSA) certificate is required.

There are a number of licensed premises on the UNSW campus including the [Roundhouse](#) and [White House](#) managed by UNSW's student organisation Arc@UNSW; and numerous [licensed food and beverage retailers](#) managed by FM Property Services. Licensed premises on UNSW campuses are governed by the conditions of the licence issued by the [Licensing Court of NSW](#). Licensees and Event Managers are expected to follow the [Responsible Service of Alcohol \(RSA\) guidelines](#) when organising events in order to ensure the safe conduct of University staff, affiliates, students and workers.

School/Divisional events are conducted in allocated areas i.e. foyer, office space etc. within the school/division where University staff members, affiliates, students and workers gather, and may involve consumption of alcohol.

University field trips are organised events authorised by UNSW and conducted by staff members and students that may include affiliated UNSW sites. These may involve the consumption of alcohol. Refer to the HS406 Fieldwork Guideline and Table 1 below.

### 2.3 Organising Events Involving Alcohol

To begin, define the type of event that is most relevant to your function. Refer to Table 1 below.

Next, there are **3 steps** to consider:

**Step 1 - Plan the event:** consider the [UNSW Events Manual](#).

**Step 2 - Apply the risk management process** using HS017 Risk Management Form and HS329 Risk Management Procedure to identify all hazards and to define appropriate controls to mitigate risks of harm to the individual, public, property and security of the event. *Consider function size, activities, catering, liquor licenses/RSA certificates, demographics, promoting, costs and consult with relevant parties i.e. security requirements, to maintain the safety of all attendees.*

**Step 3 - Download, Complete and Submit forms for approval** see Table 1 for approval required for each event type.

**Table 1:**

Type of event	Forms	Approver	Approval time
<b>Outdoor</b>	<a href="#">Application Form</a>	<a href="#">FM Assist</a>	10 working days (normal events) 1 month (special events)
<b>Indoor</b>	<a href="#">Application Form</a>	<a href="#">Venues and Events</a>	Within 24hrs
<b>School/Divisional</b>	HS017 Risk Management Form	Head of School Head of Division	As required
<b>University field trips</b>	HS019 Factors in fieldwork.	Head of School	As required

## 2.4 Promoting and Advertising

UNSW event promotion and advertising must not encourage excessive drinking consumption, misuse or abuse of alcoholic beverages or directly/indirectly suggest use of drugs. All promotion materials and advertising should adhere to the [UNSW advertising requirements](#); a sample is available in Arc@UNSW Clubs Alcohol and Policy Guidelines.

To promote a University wide student event contact Arc for advertising.

## 2.5 Incident and Issues Related to Drugs and Alcohol

Incidents involving drugs and alcohol in the first instance must be reported to Security Services for appropriate action followed by the relevant UNSW procedure. Depending on the outcome, it may result in disciplinary action under the relevant UNSW code of conduct.

## 3. Illicit Drugs, Recreational and Legally Obtained Drugs

No staff, affiliate, student or worker should attend UNSW while adversely affected by drugs. Legally obtained medication should be used only as medically directed.

## 4. Security

Security Services has the duty of care to maintain a secure environment within UNSW campuses by enforcing the UNSW No Open Container Code. During the planning of outdoor/indoor events where alcohol will be consumed or served, Security must be consulted to discuss the nature of the event and to plan for resourcing.

For on campus events, [UNSW Security Services](#) is the first point of contact for any incident. If the incident involves an immediate risk to health and safety, contact Security Services on the emergency number below.

**Emergency : 02 9385 6666**

All external security appointed to manage the event will operate under the direction of UNSW Security Services.

For incidents that occur during off-campus events contact emergency 000 and then report the incident under the UNSW process.

## 5. Further Assistance

Staff who require further support can refer to UNSW Health & Safety.

- [Employee Assistance Program](#) is available to those who seek advice or treatment for an alcohol or drug related problems. This program is confidential, it is outside UNSW jurisdiction, and is free of charge to UNSW staff, affiliates and workers.

Students should contact [UNSW Health Services](#), [Counseling & Psychological Services](#) and [Student Life](#).

## 6. Review & History

This procedure will be reviewed three years from the effective date, or as required due to any changes in legislation, policies and other related documents.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Director, UNSW Safety & Sustainability	30 April 2014	30 April 2014	New Procedure

## 7. Acknowledgements

Monash University and the University of Queensland.