



HS825 Alcohol and Drugs Procedure

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| Policy Hierarchy link | Liquor Act 2007 Work Health and Safety Policy | | |
| Responsible Officer | Director, UNSW Safety & Sustainability | | |
| Contact Officer | Manager, UNSW Health & Safety, Adam Janssen x52214 email: a.janssen@unsw.edu.au | | |
| Superseded Documents | Alcohol & Drugs, approved by VCAC 10 July 2002 and amended August 2007 | | |
| File Number | 2014/08991 | | |
| Associated Documents | Code of Conduct Student Code Policy UNSW Risk Management Program Smoke-Free Environment Policy | | |
| Version | Authorised by | Approval Date | Effective Date |
| 1.0 | Director, UNSW Safety & Sustainability | 30 April 2014 | 30 April 2014 |

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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, offi

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, promote57dS haSI07

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