

# ALCOHOL RISK MANAGEMENT PROCEDURE

## SCOPE

This procedure applies to all activities under the management and control of Monash University in Australia and applies to:

- The provision of alcohol as part of Monash University activities;
- All workers; including staff, students, contractors and visitors, at the Australian campuses of Monash University, off-campus sites and on-campus residential facilities;
- Any on-campus or off-campus social activity conducted by or affiliated with Monash University, including Student Organisations, Clubs and Societies, affiliated entities and activity participants;
- All workers and students of Monash College Pty Ltd business units on the University's Australian campuses and off-campus sites;
- All contractors working on the Australian campuses of Monash University, off-campus sites and on-campus residential facilities;
- Retailers on campus and external Organisations/Groups using Monash venues; and
- All visitors to the Australian campuses of Monash University.

## PROCEDURE STATEMENT

Monash University is committed to the provision of a safe and healthy environment with a strong focus on the prevention of harm from the provision and subsequent consumption of alcohol. This procedure outlines the minimum requirements for providing alcohol to workers, students, contractors and visitors who are participating in Monash University activities. It is important to note that this procedure applies whether a Liquor Licence is in effect or not.

### 1. Abbreviations

<b>ABV</b>	Alcoholic strength By Volume
<b>ERMP</b>	Event Risk Management Plan
<b>MSO</b>	Monash Student Organisations
<b>NHMRC</b>	National Health and Medical Research Council
<b>OHS</b>	Occupational Health and Safety
<b>OH&amp;S</b>	Monash Occupational Health & Safety team, led by the Health, Safety and Wellbeing Manager
<b>RSA</b>	Responsible Service of Alcohol

## 2. Managing Alcohol at Monash Events

### 2.1 Why does Monash need to manage alcohol?

- 2.1.1 Once consumed, alcohol can impair a person's ability to make decisions and may reduce their physical capacity. Monash University has a duty of care to its workers to ensure that they are provided with a healthy and safe working environment and must therefore take reasonable steps to prevent so far as is reasonably practicable, the unlawful or irresponsible consumption of alcohol.

### 2.2 When is it a Monash Event?

- 2.2.1 The definition of a Monash event and OHS responsibilities for management of events are detailed in the [OHS Roles, Responsibilities and Committees Procedure](#). A Monash University event encompasses any event where activities performed may reasonably be deemed to relate to Monash University, irrespective of whether the alcohol is purchased by individuals or Monash University. Where a Monash University event is part of a larger event, those parts under the control of Monash University are deemed to be Monash events. For example, where a large external association is running a conference but Monash University is hosting some of the activities, one or more Monash University events occur.

### 2.3 When is a liquor licence required?

- 2.3.1 A Liquor Licence is required whenever alcohol is supplied as defined by the Liquor Control Reform Act (1998). This includes the sale, offer or expose for sale, exchange, disposal of and give away of alcohol. For example, a liquor licence would be required if staff/students were required to purchase the alcoholic beverages at the Monash event or if they were required to purchase a ticket for the Monash event at which the alcohol was being served. Whereas, no licence would be required if the alcohol was provided free of charge at the Monash event.
- 2.3.2 If there is any doubt about the means of complying with the Liquor Control Reform Act (1998), the relevant supervisor or event manager must contact the Victorian Commission for Gambling and Liquor Regulation directly.
- 2.3.3 It is the responsibility of the licence holder to ensure their liquor licence is current and displayed.
- 2.3.4 Where a requirement established as part of a Liquor Licence contradicts any part of this procedure, the relevant supervisor or event manager must contact Monash Occupational Health & Safety (OH&S).

### 2.4 How are risks managed at Monash University?

- 2.4.1 Management of the consumption of alcohol at Monash events, like all other health and safety risks, must be managed in accordance with the [OHS Risk Management Procedure](#). An event risk management plan (ERMP) must be completed by the Event Manager and approved prior to the event. Controls for management of potential hazards identified by risk assessment must be implemented and maintained throughout the event.
- 2.4.2 Alcohol consumption or being intoxicated is prohibited whilst conducting or participating in:
- Teaching or research activities, such as attending classes, laboratories, workshops;
  - Work tasks that require the use of plant and equipment, e.g. forklifts; or
  - When providing contracted services.
- 2.4.3 Event Managers, Event Safety Marshals and any other personnel that have assigned roles to manage or monitor the event/activity are prohibited from consuming alcohol.
- 2.4.4 Specific areas of the University may choose to develop local procedures to manage the provision of alcohol. Such procedures may only be in addition to the requirements outlined by this procedure and should be developed in consultation with Monash Wellbeing and OH&S.

## 3. Control Measures

### 3.1 Providing alcohol to persons not of legal drinking age

- 3.1.1 Monash University does not permit the provision of alcohol to persons below the age of 18. Steps must be taken to identify persons who are underage, where alcohol is being provided.
- 3.1.2 Provision of alcohol at Monash University requires that event managers ensure that alcohol is responsibly served at all times to prevent the likelihood of impairment and intoxication.

### 3.2 Restrictions on the use of alcoholic beverages

- 3.2.1 Alcohol free zones are to be provided for any event where alcohol is being provided and there is under age participation.

### 3.2.2 None of the following may be served:

- Alcohol in non-standard measures that may promote excessive consumption. (e.g. bombs, yard glass, slammers, blasters);
- Pre-mixed spirit products with more than 5% alcohol (unless at a licensed retail venue); and
- Mixed drinks with more than 30mL of spirits or liquor.

### 3.3 Provision of low-alcohol and non-alcoholic alternatives

3.3.1 Free drinking water must be made readily available at events where alcohol is provided.

3.3.2 Low alcohol beverages (ABV less than 1.15%) must be available and more easily accessible (eg. more visible, lower cost) than higher ABV alcoholic beverages.

3.3.3 High quality, non-alcoholic (ABV less than 0.5%) beverages must always be visibly available in adequate variety and supply and must be presented in as appealing a manner as beverages containing alcohol.

### 3.4 Provision of food

3.4.1 The Event Manager must ensure that food is provided at events where alcohol is served and that the amount of food provided is appropriate for the amount of alcohol available.

3.4.2 Where alcohol is available at no charge, food must also be available at no charge.

### 3.5 Training

3.5.1 Any worker, who serves alcohol as part of an event, must hold a current Responsible Service of Alcohol (RSA) qualification. For information about recording an RSA qualification, please contact [talent.development@monash.edu](mailto:talent.development@monash.edu)

3.5.2 Event Managers and Event Safety Marshals must complete relevant OHS training in accordance with the [OHS Training Requirements Matrix](#).

### 3.6 Advertising

3.6.1 Events must not be promoted in any way that encourages excessive or inappropriate consumption of alcohol. Anyone promoting/advertising an event must consider the requirements detailed in the [ABAC Responsible Alcohol Marketing Code](#).

3.6.2 The following promotions are not permitted:

- Provision of alcohol is not to be promoted as the primary activity of the event. (e.g. cocktail hour, pub crawl);
- Discounts of more than 35% of the usual retail price of an alcoholic drink;
- Tickets to events must not include subsidies for provision of alcohol;
- Use of loyalty cards or promotional vouchers which encourage or are likely to encourage irresponsible, rapid or excessive consumption;
- Drinking games or competitions that are likely to encourage irresponsible, rapid or excessive consumption of alcohol; and
- More than one free drink per person outside of meal service.

## 4. Sale of Alcohol

4.1 The provision and sale of packaged alcohol products at retail outlets at Monash University locations may only occur where the conditions noted below are met. 'Monash University locations' includes all Australian Monash campus and office locations, including retail and convenience outlets whether leased or operated by Monash University.

Where products containing alcohol are provided or sold (mandatory):

- Product facings: The maximum number of product facings, as specified in the lease documentation or agreement, must not be exceeded;
- Novelty items: 'Novelty' items, for example icy poles containing alcohol, are not permitted; and
- Promotions: Products containing alcohol must not be promoted via price promotions, advertising or "multiple buy" offers.

4.2 In addition, the following must be considered and included in all lease documentations or agreements:

- Quantity permitted to be refrigerated;

- Permitted display location within the outlet in a single non-prominent area approved by the University;
  - Permitted signage, both within the space and on the exterior of the premises;
  - Permitted advertising, for example branding of drink fridges and displays;
  - Required proportion of product facings to be occupied by low alcohol products (defined as alcoholic beverages containing no more than 1.15% alcohol by volume); and
  - Required proportion of product facings to be occupied by non-alcohol products.
- 4.3 Alcoholic beverages are not permitted to be sold in vending machines situated at Monash University locations.
- 4.4 Compliance audits will be undertaken randomly on a quarterly basis across all retail outlets at Monash University locations. Non-compliance to Section 4.1 and 4.2 will constitute a breach of the lease documentation or agreement and will need to be rectified within 14 days as per regular Monash leases agreements.
- 4.5 Licensed retail outlets which serve alcohol must also comply with legislative requirements.

## 5. Management and Support for Intoxicated Participants

- 5.1 Event Managers must ensure that suitable provisions are in place to manage potentially intoxicated participants (e.g. First Aid provisions in accordance with a First Aid risk assessment, appropriate levels of security, an emergency response plan is in place, there are workers trained in the responsible service of alcohol.).
- 5.2 Impairment from the consumption of alcohol (i.e. drunkenness) will not be accepted as an excuse for unacceptable behaviour. Refer to the [Behaviours in the Workplace Procedure](#) regarding actions that may be implemented by management pertaining to impairment or unacceptable behaviour by participants whilst in the workplace that may place themselves or others at risk.
- 5.3 There is a range of internal services available to support workers and students who are experiencing problems as a result of their own or others' alcohol use. These include the following:
- Your supervisor/Course coordinator
  - [Human Resources](#)
  - [Employee Assistance Program](#)
  - [Counselling Services](#) - appointments can be made with [counsellors](#) who have expertise supporting workers and students in management of alcohol
  - [Student Life and Support Services](#)
  - [Safer Community Unit](#)
  - [Campus Security](#) (+61 3 9905 3333 or extension 333 from a Monash phone)
- 5.4 More information is available in the [Behaviours in the Workplace Procedure](#) and [Behaviours at Social Functions Guideline](#).
- 5.5 Monash University treats any breach of its policies or procedures seriously. Monash University encourages reporting of concerns about non-compliance. Compliance with policies and procedures is a requirement under the applicable Enterprise Agreements and workers contracts of employment for workers and [Student General Conduct Policy](#) for students.

## 6. Reporting Hazards and Incidents

- 6.1 All hazards and incidents must be reported in the Safety and Risk Analysis Hub (S.A.R.A.H) as soon as possible in accordance with the [Managing OHS Hazards and Incident Procedure](#).

## DEFINITIONS

Key word	Definition
Alcohol	Any product or liquor intended for human consumption that has an ABV that exceeds 0.5%.
Contractor	A person from another organisation engaged through a service contract who is actively participating in Monash University related activities and for whom Monash University is not their sole employer.
Event Manager	Any university event involving alcohol must have one person nominated as the Event Manager. This person takes responsibility for planning and managing the event in line with this procedure.
Head of Academic / Administrative Unit	For academic areas, this term includes head of faculty, department, school, institute or centre. For administrative areas, the term includes head of division, centre or unit.
Impairment	Any loss or abnormality of physiological, psychological, or anatomical structure or function, whether permanent or temporary.
Intoxicated	This procedure adopts the definition used in Responsible Service of Alcohol standards and the Liquor Control Reform Act 1998 that state that a person is in a state of intoxication if their speech, balance or coordination is noticeably affected and there are reasonable grounds for believing this is the result of the consumption of liquor or Drugs.
Low Alcohol beverage	An alcoholic beverage with no more than 1.15% alcohol by volume.
Monash Student Organisations	For the purpose of this procedure, this is an umbrella term for the various student representative associations on Monash University's Australian campuses. An updated list of the Student Associations can be found on the Monash University website: <a href="http://www.monash.edu.au/students/associations/student.html">http://www.monash.edu.au/students/associations/student.html</a>
Monash University Occupational Health	Refers to the Occupational Health Nurse Consultants and Occupational Health Physician based within Monash Occupational Health, Safety and Wellbeing.
Service of Alcohol	The act of selling, offering for sale or offering liquor directly to participants.
Supervisor	A person responsible for overseeing: <ul style="list-style-type: none"> <li>- The work program of other staff; or</li> <li>- The study program of honours and postgraduate students; or undergraduate students in lectures, tutorial and practical classes and on field trips.</li> </ul>
University Events/Social Gatherings	Include: <ul style="list-style-type: none"> <li>• Gatherings of university staff members and/or students and their guests, or events at Monash University performance venues, e.g. social or sports club's meetings, barbeques, fund-raisers, departmental book launches, seminars, reading groups, conferences, etc.;</li> <li>• University events that take place on licensed premises;</li> <li>• Off-campus activities undertaken as part of teaching and/or research activities involving workers, and authorised volunteers.</li> <li>• Off-campus activities organised by MSOs, Affiliated Sporting Clubs and or Faculty-based Clubs.</li> </ul>
Monash Security	Persons appointed by the University, including contractors, responsible for the delivery of security-related services to the organisation.



## GOVERNANCE

Parent policy	<a href="#">OHS&amp;W Policy</a>
Supporting procedures	<b>Monash University OHS documents</b> <a href="#">Emergency Procedures poster – Personal Injury</a> <a href="#">OHS Risk Management Procedure</a> <a href="#">OHS Roles, Responsibilities and Committees Procedure</a>
Supporting schedules	N/A
Associated procedures	<b>Australian and International Standards</b> ISO 45001:2018 Occupational Health and Safety Management Systems <b>Codes and NHMRC Procedures</b> <a href="#">Alcohol Beverages Advertising Code and Complaints Management Scheme 2004</a> <a href="#">NHMRC Australian Procedures to Reduce Health Risks from Drinking Alcohol 2020</a> <b>Monash University Procedures</b> <a href="#">Behaviours in the Workplace Procedure</a> <a href="#">Behaviours at Social Functions</a> <a href="#">Student General Conduct Policy</a> <a href="#">Monash University (Council) Regulations. Part 7 - Student Misconduct</a> <a href="#">Monash University (Vice-Chancellor) Regulations. Part 6 – Student Exclusion for Health Reasons</a> <a href="#">Monash University Student Charter</a> <a href="#">Monash University Enterprise Agreement (Academic and Professional Staff) 2019</a>
Related Legislation	<a href="#">Liquor Control Reform Act 1998</a> Liquor Control Reform Interim Regulations 2020 <a href="#">Monash University Act 2009</a> <a href="#">Occupational Health and Safety Act 2004 (Vic)</a> <a href="#">Occupational Health and Safety Regulations 2017 (Vic)</a>
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Content enquiries	<a href="mailto:ohshelpline@monash.edu">ohshelpline@monash.edu</a>

## DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1	December 2018	Alcohol Risk Management Procedure, v1
1.1	March 2019	Added section 4.7.3 on 'breach of procedure' at the request of Monash HR
2.0	December 2022	<ol style="list-style-type: none"> <li>1. Scope amended to include affiliated entities and activity participants. Added retailers and external organisations using Monash venues.</li> <li>2. Included reference to the definition of event in the OHS Roles, Responsibilities and Committees procedure (2.2).</li> <li>3. Clarified that it is the responsibility of the licence holder to ensure their liquor licence is current and displayed (2.3.2).</li> <li>4. Prescribed requirements for an Event Manager (2.4).</li> <li>5. Changed "Risk Management Program" to "Risk Management Procedure".</li> <li>6. Added the prohibition of consumption of alcohol or being intoxicated if conducting teaching or learning activities, work tasks that require the use of plant and equipment or contracted work or for anyone with an assigned role in managing or monitoring events (2.4.2, 2.4.3).</li> <li>7. Added the requirement for provision of an "alcohol free zone" for events where alcohol is provided and there are underage participants (3.1).</li> <li>8. Removed specific alcohol limits, placed restrictions on how alcohol may be served to reduce the likelihood of excess consumption of alcohol (3.2).</li> <li>9. Added information about the training requirements for Event Managers and Event Safety Marshals (3.5).</li> <li>10. Added additional restrictions for the promotion and advertising of events where alcohol will be provided (3.6).</li> <li>11. Added Section 4 – Sale of Alcohol.</li> <li>12. Section 5 - Changed title to "Management and support for intoxicated participants". Added information about support services available.</li> <li>13. Added the requirement to report hazards and incidents (6.0).</li> <li>14. Added definition for Low Alcohol beverage to Definitions table and updated in procedure.</li> </ol>