

## Monash University Procedure

<b>Procedure Title</b>	Alcohol and Other Drugs Management: Tobacco and Drug Procedures
<b>Parent Policy</b>	<a href="#">Alcohol and Other Drugs Management Policy (Australia only)</a>
<b>Date Effective</b>	26-August-2014
<b>Review Date</b>	26-August-2017
<b>Procedure Owner</b>	Manager, Property & Venue Services, Buildings and Property Division
<b>Category</b>	Operational
<b>Version Number</b>	2.1
<b>Content Enquiries</b>	<a href="#">Facilities Sevices Clayton</a>
<b>Scope</b>	<p>This procedure applies to:</p> <ul style="list-style-type: none"> <li>• all staff and students at the Australian campuses of Monash University, off campus sites and on and off campus residential facilities;</li> <li>• any social activity conducted by or affiliated with Monash University, including student organisation activities;</li> <li>• all staff and students of Monash College Pty Ltd business units on the university's Australian campuses and off campus sites;</li> <li>• all contractors working on the Australian campuses of Monash University, off campus sites and on and off campus residential facilities; and</li> <li>• all visitors to the Australian campuses of Mon</li> </ul>
<b>Purpose</b>	The policy sets out a framework for the management of alcohol, pharmaceutical and illicit drugs at Monash University in compliance with the Liquor Control Reform Act 1998, Tobacco Act 1987 No. 81 (Vic) and the Occupational Health and Safety Act 2004.
<b>PROCEDURE STATEMENT</b>	

### 1. Scope and Responsibilities

#### 1.1. Supply, use or consumption of drugs, tobacco and/or alcohol for teaching and/or research purposes

The supply, use or consumption of drugs, tobacco and/or alcohol for teaching and/or research purposes is permitted where:

- a) Authorisation has been granted by an appropriate university body such as the University Ethics Committee;
- b) Appropriate licences have been obtained for the acquisition of drugs; and
- c) A thorough risk assessment has been conducted (for information and assistance in compiling a risk assessment please see [https://www.monash.edu/\\_data/assets/pdf\\_file/0019/126082/risk-management-program.pdf](https://www.monash.edu/_data/assets/pdf_file/0019/126082/risk-management-program.pdf))

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### 1.2. Responsibilities

#### 1.2.1. RESPONSIBILITIES WITH REGARDS TO THE MANAGEMENT OF ALCOHOL, TOBACCO AND DRUG USAGE

##### 1.2.1.1. HEADS OF ACADEMIC AND ADMINISTRATIVE UNITS

It is the responsibility of heads of academic and administrative units to:

- a) implement these procedures in their area;
- b) ensure staff are aware of the university Alcohol and Drugs Management Policy and associated procedures;
- c) ensure that any events/activities conducted in their unit which involve alcohol sale, service or provision are conducted in accordance with these procedures;
- d) take action if there is a risk to the wellbeing or welfare of an impaired person or others, or possible damage to university property; and
- e) address safety issues or impaired performance that may result from ongoing alcohol or drug use.

##### 1.2.1.2. SUPERVISORS

It is the responsibility of supervisors to:

- a) identify possible abuse of alcohol and/or other drugs by staff or students they supervise and take appropriate action;
- b) take action if there is a risk to the wellbeing or welfare of an impaired person or others, or possible damage to university property;
- c) identify work performance problems that may be a result of ongoing alcohol or other drugs and take appropriate action;
- d) report any incidents via the online Incident Prevention System (IPS); and
- e) implement these procedures in their area.

##### 1.2.1.3. STAFF AND STUDENTS

It is the responsibility of staff and students to:

- a) ensure that they do not attend or represent the university if adversely impaired by alcohol or other drugs;
- b) ensure that when they are in charge of Monash University vehicles and machinery, handling hazardous chemicals or undertaking hazardous activities, they are not impaired by alcohol or other drugs and that they comply at all times with relevant Victorian laws and University policies and guidelines;
- c) report any incidents via the online Incident Prevention System (IPS); and
- d) seek assistance if they require support in dealing with an alcohol or drug-related problem.

##### 1.2.1.4. CONTRACTORS

It is the responsibility of contractors to:

- a) ensure that they do not attend the university if adversely impaired by alcohol or other drugs; and
- b) report any incidents on a [Hazard and Incident Report Form](#), with a copy to be provided to the relevant Project Manager / Officer.

##### 1.2.1.5. RESIDENTIAL BUILDINGS / STUDENTS IN RESIDENCES

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Whilst recognising that University Residences, located in the most part on University Campus, are also the living accommodation for staff and students and as such have a different purpose from the learning and teaching facilities of the University, it remains the responsibility of all staff and students to:

- a) Conduct themselves in accordance with the [Conditions of Residency of that Residence](#)
- b) Adhere to the relevant local [\(MRS\) Smoking Policy](#)

### Responsibility

Buildings and Property Division, all members of the University community

## 2. Management of tobacco and drug usage on Monash University property

### 2.1. Tobacco Use

#### 2.1.1. Smoke-free Legislation

- a) The [Tobacco Act 1987 No. 81 \(Vic\)](#) makes it an offence for persons at work to smoke in an enclosed workplace.
- b) The Act requires all enclosed licensed premises to be smoke free.
- c) Smoking is also prohibited in an outdoor dining or drinking area (e.g. a balcony or courtyard) if the area has a roof in place and the total actual area of the wall surfaces exceeds 75% of the total notional wall area.

#### 2.1.2. Application of Smoke-free Legislation at Monash University

- a) Smoking is prohibited in all Monash University buildings, including all residential areas such as halls of residence, flats and houses.
- b) Smoking is not permitted in any Monash University vehicles.
- c) Smoking is not permitted within 10m of building entrances, air intake vents, ventilation ducts and open windows to prevent second-hand smoke entering buildings and air flow units.
- d) A no-smoking approach is recommended for field trips and excursions.
- e) Cigarette butts must be extinguished and disposed of in appropriate receptacles.

#### 2.1.3. Local Procedures

A number of communities within the university have developed specific policies and guidelines regarding tobacco and these should be complied with in addition to these procedures.

##### 2.1.3.1. Monash Residential Services

Monash Residential Services (MRS) has developed [principles and procedures](#) regarding the consumption of tobacco on MRS property.

#### 2.1.4. Monash University Smokefree Campuses

From 28 July 2014, no smoking is permitted on any Monash campus or other Monash sites, except for designated smoking areas. By 2016, Monash will be entirely smoke-free. Details of the Wellbeing and Support Procedure - Smoke Free Campus may be found [here](#), with details of Monash smoking points [here](#).

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The Wellbeing and Support Policy and Procedure - Smokefree Campus applies to all students, staff, contractors and visitors. All Victorian universities are taking part in the smoke-free initiative.

### Responsibility

Facilities and Services, all members of the University community

### 2.2. Illicit Drugs or Drug Paraphernalia

- a) If illicit drugs or drug paraphernalia are found or if at any time there is reason to believe a staff member or student has been selling, distributing or using illicit drugs on a Monash University site or at any social activity conducted by or affiliated with Monash University, University Security Services should be notified immediately.
- b) Where a staff member is involved, the Monash Workplace Relations Branch should be advised, where relevant.
- c) Where a student is involved, contact Safer Community on 990 51599 for advice and assistance on how to handle the matter.
- d) There should be no interference with the scene of the incident, as it may provide evidence for a police case.

### Responsibility

Any Monash University staff member, student, contractor or visitor who becomes aware of illicit drugs, drug paraphernalia or the selling, distribution or using of illicit drugs on a Monash University site or at any social activity conducted by or affiliated with Monash University.

<b>Responsibility for implementation</b>	Manager, Property & Leasing Management, Buildings and Property Division
<b>Status</b>	New
<b>Approval Body</b>	<b>Name:</b> Chief Operating Officer and Senior Vice-President (Administration) <b>Date:</b> 04-June-2014
<b>Definitions</b>	<p><b>Affiliated:</b> connected to, or part of, Monash University academic/administrative units, student associations, or controlled entities, e.g. clubs, societies.</p> <p><b>Contractor:</b> any person or business entity that enters into a contractual arrangement to carry out work for Monash University or for a Monash controlled entity.</p> <p><b>Drugs:</b> This policy and related procedures adopt the definition of terms used in the National Drug Strategic Framework 1998-99 to 2002-03 (Ministerial Council on Drug Strategy, 1998). The term 'drug' refers to any 'substance that produces a psychoactive effect' (i.e. the mental processes are altered). This term may include tobacco, alcohol and Pharmaceutical Drugs (i.e. substances which are legally available, although their supply is regulated) as well as illicit drugs. The term 'illicit drugs' refers to cannabis, heroin, cocaine, hallucinogens, amphetamines, ecstasy and other synthetic drugs.</p>

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	<p><b>Event Manager:</b> 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 policy and its procedures.</p> <p><b>Head of Academic / Administrative Unit :</b> for academic areas, this term includes head of faculty, department, school, institute or centre. For administrative areas, the term includes head of division, branch, centre or unit.</p> <p><b>Impaired:</b> adversely affected by alcohol or Drugs. As a general guide, a person is impaired by alcohol or Drugs when their level of consumption is likely to be at or over the legal limit for driving.</p> <p><b>Monash University Occupational Health :</b> refers to the Occupational Health Nurse Consultants and Occupational Health Physician based in Occupational Health and Safety (OHS).</p> <p><b>Monash Workplace:</b> any area used by the university for work activities whether it be freehold or leasehold.</p> <p><b>Pharmaceutical Drugs:</b> any chemical substance intended for use in the medical diagnosis, cure, treatment or prevention of disease.</p> <p><b>Smoking:</b> the inhalation and exhalation of the smoke of burning tobacco, herbs or drugs. Any method of consuming by combustion of plant material, or herbs, using any utensil or apparatus including cigarettes, pipes or cigars.</p> <p><b>Supervisor:</b> a person responsible for overseeing: a) the work program of other staff; b) the study program of honours and postgraduate students; or c) undergraduate students in lectures, tutorial and practical classes and on field trips.</p> <p><b>University Events / Social Gatherings:</b> for the purposes of this policy and its procedures University events are defined as: a) those where alcohol is sold either directly or indirectly, or as part of an all inclusive charge, entry fee or donation; or b) those where alcohol is consumed in a premises occupied by a club, or premises where meals or light refreshments are normally served to the public. Social gatherings are defined as functions or gatherings where alcohol is not sold but may be provided, such as social or sports clubs meetings, barbeques, departmental book launches, seminars, reading groups, conferences, etc. Social gatherings may also include where alcohol is provided and consumed within the on-campus residential area. Note that events that take place on Licensed premises will be governed by the conditions of the Liquor License. Licensees and Event Managers are expected to follow Responsible Serving of Alcohol requirements and may use these guidelines where relevant to ensure the safe conduct of University Events held on licensed premises.</p> <p><b>University Security Services :</b> the university appointed staff, including Contractors, responsible for the delivery of security related services to the organisation</p>
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	
<b>Related Documents</b>	

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