

## Monash University Procedure

<b>Procedure Title</b>	Alcohol and Other Drugs Management: Problem Management Procedures
<b>Parent Policy</b>	<a href="#">Alcohol and Other Drugs Management Policy (Australia only)</a>
<b>Date Effective</b>	04-June-2014
<b>Review Date</b>	04-June-2017
<b>Procedure Owner</b>	Manager, Property & Venue Services, Buildings and Property Division
<b>Category</b>	Operational
<b>Version Number</b>	1.0
<b>Content Enquiries</b>	<a href="#">Policy Bank</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. Responsibilities

##### 1.1.1. Responsibilities with regards to the management of alcohol, tobacco and drug usage

##### 1.1.1.1. 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 Procedures;

## Monash University Procedure

- 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.

### 1.1.1.2. 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.

### 1.1.1.3. 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.

### 1.1.1.4. 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.

### 1.1.1.5. Residential Buildings / Students in Residences

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 [\(MRS\) Alcohol Policy](#)

## Monash University Procedure

### Responsibility

Heads of Academic / Administrative Units  
Supervisors  
Staff and Students  
Contractors  
Residential Buildings / Students in Residences

## 2. Abuse of Alcohol and other Drugs by Staff, Students, Contractors or Visitors

### 2.1. Management of Sudden and Unusual Behaviour

Where a person is creating an obvious disruption, a potentially hazardous situation or where the supervisor suspects that the person may be affected by drugs or alcohol, the following procedures should be applied by the supervisor or head of academic/administrative unit.

#### 2.1.1. Staff

##### 2.1.1.1. Managing the incident

- a) If the staff member is seriously ill or potentially in need of urgent medical attention, an ambulance should be called immediately and University Security Services notified on extension 333 (internal) or 9905 3333 (external / mobile).
- b) If the staff member is displaying markedly abnormal behaviour he/she should be asked to attend a medical practitioner to assess his/her fitness to continue working for the rest of the shift. The Safer Community Coordinator should be informed and advice sought regarding appropriate action by **contacting Safer Community:** Telephone - 990 51599 or Email : [safercommunity@monash.edu](mailto:safercommunity@monash.edu)
- c) Do not accuse the person of being impaired by drugs or alcohol. Focus on the behaviour, and do not make assumptions about the cause.
- d) If you believe that the staff member should be relieved of their duties because of safety concerns, the staff member should be sent home by the most convenient method other than the individual driving him/herself.
- e) If the staff member becomes belligerent and/or refuses to leave or insists on driving, contact University Security Services on campus, or the Police if off-campus. Again, do not accuse the person of being impaired by drugs or alcohol. Focus on the behaviour, and do not make assumptions about the cause.
- f) Report the incident through the completion of a [Hazard and Incident Report](#).

### Responsibility

All members of the University community

#### 2.1.1.2. Disciplinary Action

- a) The provisions of the Monash University Enterprise Agreements and other University policies for managing grievances, harassment and unsatisfactory performance may apply.
- b) Links to all relevant policies and agreements may be found at <http://www.adm.monash.edu.au/workplace-policy/conduct-compliance/dispute-settlement.html>

## Monash University Procedure

### Responsibility

Supervisor or head of academic/administrative unit

## 2.2.

### 2.2.1. Contractors working on Monash University premises

This advice applies to contractors employing their own staff and with their own organisational structure. Where the contractor is an individual contractor supplying personal services, the guidelines set out above for staff should be followed.

#### 2.2.1.1. Managing the incident

- a) Call for assistance (eg another supervisor or Security) and contact the contractor's organisation.
- b) Follow the steps above as for staff members.
- c) The contractor, if possible, should be responsible for logistical arrangements.
- d) Complete a Monash University [Hazard and Incident Report](#).

### Responsibility

Project Manager or other university staff member who has engaged the contractor

#### 2.2.1.2. The day or shift after the incident

- a) Discuss the incident with the contractor's employer (where appropriate) and ensure that the contractor follows the normal review procedure including a detailed investigation.
- b) In some instances it may be appropriate to contact the University Solicitor's Office for assistance with the management of any ongoing issues under the terms of the relevant contract.

### Responsibility

Project Manager or other university staff member who has engaged the contractor

## 2.3.

### 2.3.1. Students

#### 2.3.1.1. Managing the incident

- a) If a student's behaviour presents a risk to themselves or others, request assistance (including medical aid) from Security by phoning 333 from any campus phone (internal) or 9905 3333 (external / mobile).\
- b) In circumstances where extreme intoxication has led to illness or unconsciousness, contact the nearest first aider, security or emergency services.
- c) For incidents that occur outside a Monash University campus, contact the police, by phoning 000. Monash Security should also be informed of the incident as soon as possible by phoning 333 (internal) or 9905 3333 (external / mobile). In a class situation, including fieldwork, the wellbeing, safety and welfare of the whole class should be the primary concern.

## Monash University Procedure

- d) Where a student's behaviour is inappropriate but not threatening or a risk to safety, the lecturer/tutor/supervisor should discuss it with the student, with another staff member present if possible, setting the parameters for acceptable behaviour.
- e) Report the incident through the completion of [a Hazard and Incident Report](#).

### Responsibility

Lecturer  
Tutor  
Supervisor or head of academic/administrative unit

#### 2.3.1.2. After the incident

- a) The Monash Safer Community Unit can provide confidential advice on responding to any form of threatening or concerning behaviour at Monash University, and referrals for expert assessment and support. Contact: (03) 990 51599 or email: [safercommunity@monash.edu](mailto:safercommunity@monash.edu)
- b) The Coordinator, Safer Community Programs can provide initial advice about support, and disciplinary and other procedures in response to concerning student behaviour.
- c) Suspected alcohol and other drug incidents among students may be dealt with under [Monash University \(Council\) Regulations Part 7](#), and [Monash University \(Vice-Chancellor\) Regulations Part 6](#).
- d) Monash Residential Services (MRS) may also initiate Disciplinary Action in accordance with its [Conditions of Residency](#), and the [Grievance Procedures](#).
- e) The university may seek to recover costs for damage to university property from individuals responsible for the damage.

### Responsibility

Student's lecturer/tutor/supervisor or head of academic/administrative unit\

#### 2.3.1.3. Disciplinary Action

The provisions of the [Monash University \(Council\) Regulations - Part 7](#) will apply should student disciplinary action be required.

MRS Conditions of Residency stipulate that residents are responsible for the behaviour of guests, whether they are residents, students or non-students. Any incidents that occur will be reported to University Security Services. Misbehaviour by non-residential students may result in disciplinary action as if on campus.

### Responsibility

Head of academic unit

## 2.4.

#### 2.4.1. Local Procedures

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

##### 2.4.1.1. Monash Residential Services

## Monash University Procedure

Monash Residential Services (MRS) has [policies and procedures](#) regarding the required conduct of residents who reside in MRS accommodation.

### Responsibility

All members of the University community.

## 3. Management of Long-Term Drug and / or Alcohol Issues Among Staff and Students

### 3.1. Long-Term Drug and/or Alcohol Problems among Staff

#### 3.1.1. Identification

Most long-term drug and alcohol misuse problems emerge slowly and gradually over time showing up as a pattern of deteriorating performance such as:

- absenteeism
- poor time-keeping
- poor work performance
- interpersonal problems, etc.

Many factors can contribute to the harmful use of alcohol and other drugs. These include:

- personal relationship problems;
- grief and bereavement;
- health issues or concerns;
- gambling or financial problems.

#### 3.1.2. Assistance

Any supervisor or head of an academic or administrative unit who believes they have identified a long-term drug or alcohol problem with one of their staff should seek assistance from one or more of the following:

- Their supervisor
- Monash Human Resources
- Employee Assistance Program
- University Counselling Services

### Responsibility

Supervisor or head of academic/administrative unit

### 3.2. Long-Term Drug and/or Alcohol Problems among Students

- a) University staff are not expected to clinically diagnose or counsel a student who appears to be under the effects of alcohol or other drugs, or has an alcohol or other drug-related problem, but rather to encourage students to access support and referral to expert services through the [Monash University Health Service](#) or [Counselling Service](#).
- b) Free, confidential support is available for students at the [Monash University Counselling Service](#). The Counselling Service may refer students to specific drug and alcohol services where appropriate.

## Monash University Procedure

- c) The Monash Safer Community Unit provides confidential advice on responding to any form of concerning behaviour at Monash University, and referrals for expert assessment and support. Contact the Coordinator, Safer Community Programs: (03) 9905 1599.

### 3.3. Prescription and Over the Counter Drugs

- a) The use of prescription and over the counter drugs may impair a staff member's or student's ability to perform their work or study safely or efficiently.
- b) Staff members using prescribed drugs should ask their doctor or chemist what effects a drug or medication may have, and if there is a risk that it may cause impairment at work. If so, a doctor's letter regarding the effect of the drug and outlining any limitation on normal duties should be obtained and presented to the supervisor. The Monash University Occupational Health and Safety Branch should be contacted to assist with any required modification of duties.
- c) Students using prescribed drugs that could cause impairment must notify their supervisor if such impairment may impact on the safety of the student or other persons at Monash University, for example on a field trip, or where the student operates equipment in a laboratory class.

#### Responsibility

Any staff member or student using prescription drugs that may impair their ability to perform their work or study safely or efficiently

### 3.4. Drug and Alcohol Counselling and Resources

Monash University provides a range of counselling and support services to its staff and students, including:

#### University Counselling Service

Face to face counselling and self-help resources is available for staff and students. Details may be found at: <http://www.monash.edu.au/counselling/index.html>

#### Employee Assistance Program

Free counselling for staff and their immediate families, after hours emergency assistance (1800 350 359) and a "Manager Assist" service.

For further details go to <http://www.adm.monash.edu.au/workplace-policy/staff-wellbeing/employee-assistance/>

#### External Assistance

##### Direct Line

Alcohol and drug counselling and referral service run by Turning Point Alcohol and Drug Centre Inc.  
<http://www.turningpoint.org.au/>  
Ph: 1800 888 235

##### Family Drug Help

24 hour telephone helpline for families  
<http://www.familydrughelp.org.au/>  
Ph: 1300 660 068

## Monash University Procedure

### Australian Government Alcohol Information

<http://www.alcohol.gov.au/>

### Australian Drug Foundation

<http://www.adf.org.au/>

<http://www.druginfo.adf.org.au/>

### Australian Drug Information Network

<http://www.adin.com.au/>

### Community Alcohol Action Network

<http://www.adf.org.au/policy-advocacy/community-alcohol-action-network>

### DrugInfo Clearinghouse

<http://www.druginfo.adf.org.au/>

Ph: 1300 858 584

### Turning Point - Alcohol and Drug Centre

<http://www.turningpoint.org.au/>

### Responsibility

All members of the University community.

<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>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> <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>



## Monash University Procedure

	<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>Off-Campus Sites:</b> any site not physically located within designated Monash University grounds</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>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 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>	