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**Policy Approver:** Vice-President Administration & Finance And Chief Operating Officer

**Policy Steward:** Director, Health And Safety

**Supporting Process:**

[Health and Safety Processes](#)

## Alcohol Policy (MPF1267)

### 1. Objective

1.1. The objectives of this policy are to:

- a) prevent harm from the consumption of alcohol;
- b) set out the University's commitment to provide an inclusive environment for all members of the University community who choose not to consume alcohol;
- c) set out the University's commitment to the responsible management of alcohol service and consumption; and
- d) establish expectations of employees, students, managers and supervisors with respect to the service and consumption of alcohol while on University premises, performing duties for the University or representing the University.

### 2. Scope

2.1. This policy applies to:

- a) all members of the University community, including students, employees, independent contractors, honoraries and visiting fellows;
- b) visitors to the University;
- c) University campuses, teaching sites and University-controlled residential accommodation services;
- d) events involving alcohol that are undertaken at University-controlled sites; and
- e) events involving alcohol that are organised or controlled by the University, including University-controlled entities, University business operations and University clubs affiliated to the University through a student association.

### 3. Authority

3.1. This policy is made under the [University of Melbourne Act 2009 \(Vic\)](#) and the [Vice-Chancellor Regulation](#) and supports compliance with the:

- a) *Drugs, Poisons and Controlled Substances Act 1981 (Vic)*;
- b) *Liquor Control Reform Act 1998 (Vic)*;
- c) *Occupational Health and Safety Act 2004 (Vic)*; and
- d) *Summary Offences Act 1966 (Vic)*.

### 4. Policy

4.1. The University aims to:

- a) ensure a safe working, learning and recreational environment which minimises alcohol-related harm to individuals and behaviour that may cause harm to other people or property;
- b) permit the responsible use of alcohol in an environment that is free of inducement and social pressure to consume it; and
- c) provide support services to assist employees and students with alcohol-related issues.

4.2. Where persons are impaired due to the consumption of alcohol, the University:

- a) may request the person to leave the event or workplace until such time as they are no longer impaired; and
- b) will take reasonable steps to remove the person's access to University vehicles and equipment until such time as they are no longer impaired.

4.3. Where alcohol is consumed at a University event, the University requires all:

- a) staff will conduct themselves in accordance with the requirements of the Appropriate Workplace Behaviour Policy ( [MPF1328](#) ) and will remain courteous and appropriate at all times.
- b) students will conduct themselves in accordance with the requirements of the Student Conduct Policy ( [MPF1324](#) ).
- c) contractors, visitors and others will conduct themselves in accordance with the responsible behaviour and will remain courteous and appropriate at all times.

## 5. Procedural principles

### Head of division responsibilities

5.1. Heads of divisions will ensure that alcohol is managed and used appropriately within their division by:

- a) assessing and determining the level of risk associated with service and/or consumption of alcohol in accordance with supporting processes;
- b) implementing appropriate management and mitigation strategies for the responsible service and/or consumption of alcohol;
- c) ensuring that a safe and welcoming environment is provided for persons who choose not to consume alcohol;
- d) ensuring that alcohol is not served to persons under 18 years of age or persons who are impaired by alcohol; and
- e) ensuring reasonable steps are taken to restrict alcohol impaired or intoxicated persons access to University vehicles and regulated plant and discourage such persons from driving private vehicles.

### Event Manager responsibilities

5.2. Event managers will ensure that alcohol is managed and used appropriately at University events by:

- a) assessing and determining the level of risk associated with service and/or consumption of alcohol in accordance with supporting processes;
- b) implementing appropriate management and mitigation strategies for the responsible service and/or consumption of alcohol;
- c) ensuring that a safe and welcoming environment is provided for persons who choose not to consume alcohol;
- d) ensuring that alcohol is not served to persons under 18 years of age or persons who are impaired by alcohol; and
- e) ensuring reasonable steps are taken to restrict alcohol impaired or intoxicated persons access to University vehicles and regulated plant and discourage such persons from driving private vehicles.

### University support

5.3. The University will provide support for employees and students who are experiencing alcohol-related issues, including addiction. This support may take the form of:

- a) referral to appropriate counselling or medical services;
- b) facilitation of time to attend treatment and management programs; or
- c) any other support that the University considers appropriate in the circumstances.

## 6. Roles and responsibilities

| <i>Role/Decision/Action</i>  | <i>Responsibility</i>  | <i>Conditions and limitations</i>                                    |
|--|--|--|
| Ensure that alcohol is managed and used appropriately within their division. | Heads of division or person authorised by the head of division | Delegation of responsibility of heads of division must be in writing |
| Ensure that alcohol is managed and used appropriately at University Events   | Event Manager  |  |

## 7. Definitions

**Event manager** means the person(s) responsible for the practical planning, management and supervision of a University event. The event manager is responsible for obtaining all necessary authorisations, approvals and licences for the event and for the safe conduct of the event by eliminating or minimising risks in accordance with risk management and mitigation strategies.

**Regulated Plant** means plant for which Part 3.5 Plant, of the Occupational Health and Safety Regulations applies. This includes, but is not limited to, plant that processes material by way of a mechanical action, pressure equipment, tractors, earthmoving machinery, lasers, scaffolds, temporary access equipment, explosive-powered tools, turbines and amusement structures.

**Student Association** means a student association recognised by University Council in accordance with Council Regulation 19. ie UMSU Incorporated, The University of Melbourne Graduate Student Association and The Melbourne University Sports Association.

**University Affiliated Club** means a club or association affiliated through a student association.

**University event** means any event that is organised or controlled by the University, including University-controlled entities, University business operations and University clubs affiliated through a student association.

## POLICY APPROVER

Vice-President Administration & Finance and Chief Operating Officer

## POLICY STEWARD

Director, Health and Safety

## REVIEW

This policy is to be reviewed by 10 May 2024.

## VERSION HISTORY

| Version | Approved By  | Approval Date | Effective Date | Sections Modified |
|---------|--|---------------|----------------|-------------------|
| 1       | Vice-Principal Administration and Finance on behalf of Senior Vice-Principal | 25 March 2014 | 25 March 2014  | N/A               |

|   |   |                  |                  |  |
|---|---|------------------|------------------|--|
| 2 | Vice-Principal Administration and Finance & CFO                     | 7 September 2016 | 7 September 2016 | New version arising from the Policy Consolidation Project incorporating the former Responsible Management and Use of Alcohol Policy (MPF1267) and the Management of Alcohol at Events Procedure (MPF1268).       |
| 3 | Associate Director, Health and Safety                               | 2 December 2016  | 2 December 2016  | Editorial change, adding link to newly published Appropriate Workplace Behaviour Policy (MPF1328).   |
| 4 | Vice-Chancellor   | 7 March 2019     | 19 August 2019   | Changed Policy Approver to Vice-President (Strategy & Culture) (previously Vice-Principal, Administration and Finance & CFO)   |
| 5 | Director, Health and Safety   | 14 April 2021    | 10 May 2021      | Changed Policy Steward title to reflect role change. Clarification of responsibilities of students, contractors, visitors and others. Review date updated consequent to 2021 major review check being completed. |
| 6 | Vice-President Administration & Finance and Chief Operating Officer | 10 August 2023   | 4 December 2023  | Policy Approver updated to reflect retirement of Vice-President (Strategy & Culture) role.   |