

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
- d) establish expectations of employees, students, supervisors, event managers, independent contractors, honoraries and visiting fellows, visitors, sports club members and student club members 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 sites
- d) University-authorised travel
- e) events involving alcohol that are undertaken at University-controlled sites
- f) events involving alcohol, on-site or off-site, that are organised or controlled by the University, including by University-controlled entities, University business operations and University clubs affiliated to the University through a student association or Melbourne University Sport.

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 via primary prevention and harm minimization approaches aimed at minimising 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 alcohol

4.2. Where persons are impaired due to the consumption of alcohol, the University's nominated responsible person (including event manager, supervisors, contract managers and university security personnel):

- a) may request the person to leave the event or workplace until such time as they are no longer impaired
- b) may call for medical or other assistance if necessary
- c) 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) employees to conduct themselves in accordance with the requirements of the Appropriate Workplace Behaviour Policy ([MPF1328](#)) and the Sexual Misconduct Prevention and Response Policy
- b) students to conduct themselves in accordance with the requirements of the Student Conduct Policy ([MPF1324](#)) and the Sexual Misconduct Prevention and Response Policy
- c) contractors, visitors and others to conduct themselves in accordance with the Sexual Misconduct Prevention and Response Policy (MPF1359) and responsible behaviour
- d) persons in the university community to remain courteous and appropriate at all times

5. Procedural principles

Head of organisational unit (faculty/school/department/portfolio) responsibilities

5.1. Heads of organisational units will ensure that alcohol is managed and used appropriately within their organisational unit by:

- a) encouraging alcohol-free events to maximise cultural inclusivity.
- b) assessing and determining the level of risk associated with service and/or consumption of alcohol in accordance with supporting processes
- c) implementing appropriate management and mitigation strategies for the responsible service and/or consumption of alcohol
- d) ensuring that a safe and welcoming environment is provided for persons who choose not to consume alcohol
- e) ensuring that alcohol is not served to persons under 18 years of age or persons who are impaired by alcohol
- f) 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
- e) e)
- f) 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
- g) ensuring reasonable steps are taken to prevent or reduce harm, when an alcohol-impaired person poses a risk to their own health and safety or that of others

Personal responsibilities of employees, students, visitors and others;

5.3. All personnel have a responsibility to support the implementation of this policy by:

- a) not operating University vehicles or regulated plant when alcohol impaired or intoxicated
- b) not operating any vehicle when exceeding the relevant blood alcohol level
- c) contributing to a safe and welcoming environment for anyone who chooses not to consume alcohol
- d) not providing or facilitating provision of alcohol to persons
 - i. under 18 years of age, or
 - ii. persons who are alcohol-impaired or intoxicated
- e) contribute to reasonable steps to restrict alcohol-impaired or intoxicated persons access to University vehicles and regulated plant and discourage such persons from driving vehicles including boats, scooters and bicycles.

University support

5.4. 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
- 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.	Head of organisational unit (faculty/portfolio/school/department) or person authorised by the head	Delegation of responsibility of head of organisational unit (faculty/portfolio/school/department) 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 and The University of Melbourne Graduate Student Association.

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

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 or Melbourne University Sport.

University-authorised travel means travel that is conducted by a member of the university community in accordance with the Employee Travel Policy (MPF1300) or the Student Travel and Transport Policy (MPF 1209)

Vehicle includes but is not limited to car, truck, bus, motorcycle, buggy, bicycle, scooter and trailer.

POLICY APPROVER

Vice-President Administration & Finance and Chief Operating Officer

POLICY STEWARD

Director, Health and Safety

REVIEW

This policy is to be reviewed by 30 May 2030.