

# ALCOHOL RISK MANAGEMENT PROCEDURE

## SCOPE

This procedure applies to:

- The provision of alcohol as part of Monash University activities;
- All staff and students 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 and Affiliated Sporting Clubs activities;
- All staff 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; 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 for staff, students, contractors and visitors 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 staff students, contractors and visitors who are participating in Monash University activities.

### 1. Abbreviations

ABV	Alcoholic Strength by Volume
MSO	Monash Student Organisations
NHMRC	National Health and Medical Research Council
OHS	Occupational Health and Safety
OH&S	Monash Occupational Health & Safety
RSA	Responsible Service of Alcohol

### 2. Managing Alcohol at Monash Events

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

Once consumed, alcohol has the ability to impair a person's ability to make decisions and may reduce their physical capacity. Monash University has a duty of care to its staff, students, contractors and visitors to ensure that they are provided with a healthy and safe working environment and must therefore take reasonable steps to eliminate, or minimise so far as practicable, hazards that may arise due to the consumption of alcohol.

## 2.2 When is it a Monash Event?

A Monash University event encompasses any event where activities performed may reasonably be deemed to relate to 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?

A Liquor Licence is required whenever alcohol is supplied as defined by the Liquor Control Reform Act (1998) as to sell, offer or expose for sale, exchange, dispose of and give away alcohol. A variety of licences are available depending on the circumstances of the supply of alcohol. 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.

It is important to note that these procedures apply whether a Liquor Licence is in effect or not. Where a requirement established as part of a liquor licence contradicts any part of this procedure, the relevant supervisor or event manager must contact OH&S.

## 2.4 How are risks managed at Monash University?

The consumption of alcohol, like all other health and safety risks, must be managed in accordance with the [OHS Risk Management Procedure](#) and accompanying [OHS Risk Management Program](#). A Risk Assessment must be completed prior to event and controls implemented and maintained throughout the event.

## 2.5 Local Alcohol Management Procedures

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.

# 3. Controls

## 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.

## 3.2 Limit volume of alcohol provided

3.2.1 Alcohol must not be provided when a risk assessment identifies that an activity has a risk level greater than low.

3.2.2 Monash University requires that event organisers ensure that no more than four (4) standard drinks of alcohol are available per person per day over the course of an event. This limit applies per day and is not a total allocation per person for the duration of the event (i.e. if the event runs for 3 days, but no alcohol is consumed on the first 2 days, the limit is still 4 standard drinks per person for the final day). This requirement is consistent with the National Health and Medical Research Council's Australian Guidelines to Reduce Health Risks from Drinking Alcohol (2009) recommendations.

## 3.3 Provide low-alcohol and non-alcohol alternatives

3.3.1 Low alcohol beverages (ABV less than 3.5%) must be available and are more easily accessed than higher ABV alcoholic beverages (e.g. don't have alcohol served but non-alcoholic beverages only by request).

- 3.3.2 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.
- 3.3.3 Non-alcoholic and low alcohol beverages must be offered at lower prices than the alcoholic beverages being served.
- 3.4 Provide food
  - 3.4.1 The Event Manager must ensure 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 staff, student, contractor or visitor 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 visit [talent.development@monash.edu](mailto:talent.development@monash.edu)
- 3.6 Advertising
  - 3.6.1 Events must not encourage excessive or inappropriate consumption of alcohol. Events must consider the [ABAC Responsible Alcohol Marketing Code](#)
- 3.7 Managing intoxicated participants
  - 3.7.1 Event organisers must ensure that suitable provisions are in place to manage potentially intoxicated participants (e.g. First aid provisions in accordance with a First Aid assessment, appropriate levels of security)
  - 3.7.2 Impairment from the consumption of alcohol (i.e. drunkenness) will not be accepted as an excuse for unacceptable behaviour. For matters concerning unacceptable behaviour please see the [Behaviours in the Workplace Procedure](#).
  - 3.7.3 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 staff contracts of employment.

## DEFINITIONS

A comprehensive list of definitions is provided in the [Definitions Tool](#). Definitions specific to this procedure are as follows.

Key word	Definition
Alcohol	Any product or liquor intended for human consumption that has an ABV that exceeds 0.5%.
Contractor	Any person or business entity that enters into a contractual arrangement to carry out work for Monash University or for a Monash-controlled entity.
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 these Procedures.
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

	co-ordination is noticeably affected and there are reasonable grounds for believing this is the result of the consumption of liquor or Drugs.
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 (OH&S).
Representative	A person chosen by the staff member to provide support during grievance or disciplinary procedures, but not a practising barrister or solicitor.
Service of Alcohol	The act of selling, offering for sale or offering liquor directly to participants.
Supervisor	A person responsible for overseeing: the work program of other staff; or the study program of honours and postgraduate students; or undergraduate students in lectures, tutorial and practical classes and on field trips.
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 clubs 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 staff, students and authorised volunteers.</li> <li>Off-campus activities organised by MSOs, Affiliated Sporting Clubs and or Faculty based Clubs.</li> </ul>
University Security Services	The University appointed staff, including contractors, responsible for the delivery of security-related services to the organisation.

## GOVERNANCE

Parent policy	<a href="#">OHS&amp;W Policy</a>
Supporting schedules	N/A
Associated procedures	<p><b>Australian and International Standards</b></p> <ul style="list-style-type: none"> <li>ISO 45001:2018 Occupational Health and Safety Management Systems</li> </ul> <p><b>General University Documents</b></p> <ul style="list-style-type: none"> <li><a href="#">Behaviours in the Workplace Procedure</a></li> <li>Monash University (Council) Regulations. Part 7 - Student Misconduct</li> <li>Monash University (Vice-Chancellor) Regulations. Part 6 – Student Exclusion for Health Reasons</li> <li>Monash University Student Charter</li> <li>Monash University Enterprise Agreement (Academic and Professional staff)</li> </ul> <p><b>Monash University OHS Documents</b></p> <ul style="list-style-type: none"> <li><a href="#">Monash University '333' Emergency Procedures booklet – Personal Injury</a></li> <li><a href="#">OHS Risk Management Procedure</a></li> <li><a href="#">OHS Risk Management Program</a></li> </ul>

Legislation mandating compliance	<p><b>Legislation</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Liquor Control Reform Act 1998</a></li> <li>• Liquor Control Reform Regulations 2009</li> <li>• Monash University Act 2009</li> <li>• Occupational Health and Safety Act 2004 (Vic)</li> <li>• Occupational Health and Safety Regulations 2017 (Vic)</li> </ul> <p><b>Codes and Procedures</b></p> <ul style="list-style-type: none"> <li>• Alcohol Beverages Advertising Code and Complaints Management Scheme 2004</li> <li>• NHMRC Australian Procedures to Reduce Health Risks from Drinking Alcohol 2009</li> </ul>
Category	Operational
Endorsement	Monash University OHS Committee 1 November 2018
Approval	Office of the Chief Operating Officer & Senior Vice-President (a delegate of the President & Vice-Chancellor) 27 November 2018
Procedure owner	Manager, OH&S
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Content enquiries	ohshelpline@monash.edu

## DOCUMENT HISTORY

Version	Date Approved	Changes made to document
1	December 2018	Alcohol Risk Management Procedure, v1
1.1	March 2019	1. Added section 4.7.3 on 'breach of procedure' at the request of Monash HR
1.2	July 2021	1. Updated certification logo to ISO 45001 in the footer 2. Added the Standard ISO 45001 under "Associated procedures" in the Governance table 3. Updated OHS Policy under 'Parent Policy' to OHS&W Policy