



# ALCOHOL AND OTHER DRUGS AT MONASH UNIVERSITY EVENTS: GUIDELINES

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## 1. PURPOSE

The purpose of these guidelines is to provide guidance to staff and students for the management of alcohol and other drugs at University events in accordance with the requirements of the Occupational Health and Safety Act (2004).

## 2. SCOPE

These guidelines apply to staff and students at Australian campuses of Monash University and cover the use of alcohol and other drugs by attendees at any event conducted by or affiliated with Monash University in Australia.

## 3. ABBREVIATIONS

<b>BAC</b>	Blood alcohol concentration
<b>MRS</b>	Monash Residential Services
<b>MSO</b>	Monash Student organisations
<b>NHMRC</b>	National Health and Medical Research Council
<b>OHS</b>	Occupational Health and Safety
<b>RSA</b>	Responsible service of alcohol

## 4. DEFINITIONS

### 4.1 AFFILIATED

For the purposes of these guidelines, 'affiliated' means connected to, or part of, Monash University academic/administrative units, student associations, or controlled entities, e.g. clubs and societies.

### 4.2 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 guidelines.

### 4.3 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, branch, centre or unit.

### 4.4 IMPAIRED

For the purposes of these guidelines, 'impaired' means adversely affected by alcohol. As a general guide a person is impaired by alcohol when their level of alcohol consumption is likely to be at or over the legal limit for driving.

### 4.5 INTOXICATED

These guidelines adopt 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.

### 4.6 MONASH STUDENT ORGANISATIONS

For the purposes of these guidelines, 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: <http://www.monash.edu.au/students/associations/student.html>

#### 4.7 UNIVERSITY EVENTS INVOLVING ALCOHOL

For the purposes of these guidelines, University events involving alcohol include:

- gatherings of University staff members and/or students and their guests, where alcohol is served, such as social or sports clubs meetings, barbeques, fund-raisers, departmental book launches, seminars, reading groups, conferences, etc;
- University field trips where alcohol is consumed;
- 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.

### 5. STATEMENT OF PRINCIPLE

- 5.1 Monash University expects that each staff member and student will be at all times unimpaired by alcohol whilst working or studying in or representing the University.
- 5.2 Monash University expects staff and students to comply with Victorian and Australian law regarding drug use.
- 5.3 Monash University recognises that staff, students, residents, contractors and visitors enjoy a variety of social activities as part of the University experience. The University encourages positive and safe social interaction and expects that those managing events and those partaking in activities on University property ensure conduct that does not put at risk Monash University people, property and reputation.
- 5.4 Unlawful, excessive and irresponsible use of alcohol and other drugs can have a negative impact on judgement, academic performance, health, personal relationships and safety, can result in damage to property and equipment, and can adversely affect the rights, comfort and enjoyment of individuals. Students and staff of Monash University are subject to civil and criminal laws in relation to their use of alcohol and other drugs, as well as University regulations and policies.
- 5.5 Under the Victorian *Liquor Control Reform Act 1998*, it is an offence to sell alcohol without a liquor licence, either directly or indirectly. These laws apply to all property owned or leased by Monash University. Liquor licences are available from Consumer Affairs Victoria.
- 5.6 Monash University will support the development of local policies and guidelines for the serving of alcohol at events by specific groups within the University Community, provided that these are consistent with these guidelines and with liquor licensing laws.

### 6. RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document *OHS management at Monash University: Structure, functions, roles and responsibilities*. A summary of responsibilities with regards to the management of alcohol and other drugs at University events is provided below.

#### 6.1 EVENT MANAGERS

Event Managers are responsible for:

- the planning, management and safe conduct of University events involving alcohol;
- ensuring that they do everything that is reasonable and practicable to reduce or eliminate risk and minimise harmful consequences arising from the conduct of the event. This includes ensuring that the event is held in accordance with relevant federal and state laws and University guidelines.

## **6.2 HEADS OF ACADEMIC / ADMINISTRATIVE UNITS**

Heads of academic / administrative units are responsible for:

- addressing safety issues that may result from alcohol or drug use at events within their unit;
- ensuring these guidelines are followed by their unit.

## **6.3 STAFF AND STUDENTS**

- Staff and students must ensure that they do not attend the University if impaired by alcohol.
- When attending events affiliated with Monash University at which alcohol is available, staff and students are expected to limit their intake of alcohol to a level that allows them to maintain a standard of behaviour that does not put at risk people, property or the University's reputation.

# **7. UNIVERSITY EVENTS INVOLVING ALCOHOL**

## **7.1 EVENT MANAGERS**

- All University events or activities involving alcohol must have at least one person nominated as an Event Manager who is responsible for the planning and management of the event in line with these guidelines.
- Event managers should be in attendance for the duration of the event and must not be impaired by alcohol during the event.

## **7.2 LIQUOR LICENSES**

- Under the Victorian Liquor Control Reform Act 1998, it is an offence to sell alcohol without a liquor licence, either directly or indirectly (including via an event cover charge). These laws apply to all property owned or leased by Monash University. Liquor Licences are available from Consumer Affairs Victoria.
- Liquor Licensees have a duty of care to avoid foreseeable risk of injury to patrons deliberately caused by the acts of other patrons. Victorian courts have awarded damages against licensees when injuries have resulted from serving alcohol to intoxicated people and inadequate security and management of the event.
- Note that Liquor Licences must be applied for several weeks in advance of the event. Check with [Consumer Affairs Victoria](#).

## **7.3 ENSURING APPROPRIATE AND SAFE BEHAVIOUR**

Event managers should ensure that at all University events involving alcohol:

- an appropriate standard of conduct is maintained to ensure the safety and enjoyment of those attending the event and other members of Monash University;
- the event is fully inclusive and welcoming of all participants including those who are not of legal drinking age and those who choose not to drink;

- the event does not include activities that encourage the excessive or inappropriate consumption of alcohol such as pub crawls and drinking competitions;
- there are means of managing difficult situations that may result from the consumption of alcohol, such as intoxication, illness or violent behaviour.

The following are recommended as ways to ensure appropriate behaviour at University events involving alcohol:

#### 7.3.1 **Responsible Serving of Alcohol certification for servers**

- It is recommended that those responsible for serving alcohol hold current certification in Responsible Serving of Alcohol (RSA).
- Consumer Affairs Victoria runs courses in RSA.

#### 7.3.2 **Advertising of events where alcohol is served/available**

- Pre-event messages should adhere to the advertising guidelines in the Alcohol Beverages Advertising Code and Complaints Management Scheme 2004.
- Accordingly advertising of University events involving alcohol should:
  - only depict the responsible and moderate consumption of alcohol beverages;
  - not encourage under-age drinking;
  - not promote offensive behaviour, or the excessive consumption, misuse or abuse of alcoholic beverages.
- Event advertising can significantly influence the expectations and subsequent behaviour of patrons. Event promotion and publicity that focuses on the availability of alcohol should promote a minimum of two of the following safe drinking messages:
  - don't drink and drive;
  - organise a designated driver or access public transport;
  - intoxicated or underage drinkers will not be served alcohol;
  - bags and eskies may be searched and alcoholic beverages confiscated;
  - non-alcoholic drinks will be available;
  - look out for your friends;
  - don't forget to eat regularly.
- Monash University reserves the right to remove any non-compliant promotional material.

#### 7.3.3 **Limiting the amount of alcohol served**

- The amount of alcohol available at University events should be controlled so that the anticipated allowance per person will be within the National Health and Medical Research Council (NHMRC) guidelines for low risk drinking, of two standard drinks or less in any one day for men and women. See Section 13 for further details and calculating guidelines.
- The event should have an advertised start and finish time, and no alcohol should to be served prior to the start time or after the finish time.
  - Limiting the availability of alcohol can assist event staff and security to safely manage event patrons. Early bar openings can lead to patrons becoming intoxicated well before the commencement of the entertainment which may result in a disruption to other patrons and a distraction from the central focus of the event;

- It may be advisable to close some, if not all bars prior to the conclusion of the entertainment to provide an orderly exit from the event. This will also prevent patrons from consuming alcohol immediately prior to travelling from the event.
- Alcohol must not be provided to anyone who is, or appears to be, intoxicated or is under the legal drinking age of eighteen years. Proof of age should be requested if there is any doubt and alcohol declined to any person who cannot provide evidence of being of legal drinking age.

#### 7.3.4 Attendance Fees

- In order to ensure that no one is pressured to drink alcoholic beverages and to avoid inequity, Event Managers should ensure that non-drinkers are not forced to share the cost of alcoholic beverages with drinkers.
- If guests are charged an attendance fee, Event Managers should ensure that the cost for admission and/or food is separate from the cost for drinks.

#### 7.3.5 Availability of non-alcoholic and low alcohol beverages

- High quality, non-alcoholic beverages should always be visibly available in adequate variety and supply and should be presented in as appealing a manner as beverages containing alcohol.
- Low alcohol beverages should be available.
- Non-alcoholic and low alcohol beverages **must** be offered at cheaper prices than the alcoholic beverages being served.
- Drinking water should be provided free of charge.

#### 7.3.6 Food

- Adequate quantities and variety of foods should be made available at functions at which alcohol is served, particularly for events that run for a period of time that would normally be a meal time, and for events of several hours duration.
- Alcohol should not be served for longer than 30 minutes before food is served.
- Serving and consumption of snack foods with high salt content should be avoided as they promote thirst.
- Distribution of food should occur at regular intervals.

#### 7.3.7 Management of impaired attendees

- Event managers should ensure that there are safe means of managing difficult situations resulting from consumption of alcohol. Appropriate strategies to manage behaviour should be determined well before an event takes place.
- Event managers may need to consider an appropriate course of action in specific instances such as where someone:
  - becomes intoxicated at the event;
  - arrives at the event already intoxicated;
  - becomes violent;
  - leaves an event intoxicated;
  - harasses other people;
  - passes out or becomes ill.
- In circumstances where extreme intoxication has led to illness or unconsciousness, refer to the Monash University *Emergency booklet: Personal Injury, Code Blue*.

- Arrangements should be made for First Aid provision to be available at events.

#### 7.3.8 **Damage to Monash University property**

- Event Managers are responsible for doing everything that is reasonable and practicable to ensure that University property is not damaged by attendees.
- The University may seek to recover costs for damage to University property from individuals responsible for the damage.
- Event Managers must report any damage to property that occurs at an event to Monash security staff. A Monash University [Hazard and Incident Report Form](#) must also be completed and forwarded to Occupational Health and Safety.

#### 7.3.9 **Security**

- Security issues should be discussed with the [Monash Security Coordinator](#) on the relevant campus prior to the event taking place.
- If external security staff are to be employed for the event, Monash University Security should be consulted regarding numbers and appropriate companies.
- External security staff employed for an event operate under the direction of Monash University Security.
- Any security incidents or damage occurring at an event must be reported to Monash security staff and a [Hazard and Incident Report Form](#) must be completed.
- Security personnel assist in maintaining a secure environment and should be the first point of contact in threatening situations. Security will respond rapidly to calls on campus relating to alcohol and other drug issues.

### 7.4 **LOCAL GUIDELINES**

Communities within the University have developed specific policies and guidelines regarding alcohol at events.

#### 7.4.1 **Monash Residential Services**

Monash Residential Services (MRS) have developed principles and procedures regarding the consumption of alcohol on MRS property. <http://www.mrs.monash.edu.au/on-campus/docs-oncampus/alcohol-policy.pdf>

#### 7.4.2 **Monash Student Organisations**

MUBS (Berwick) have a drug and alcohol policy for their events. [http://mubs.com.au/images/stories/documents/drug\\_and\\_alcohol\\_policy.pdf](http://mubs.com.au/images/stories/documents/drug_and_alcohol_policy.pdf)

MSA Clubs and Societies (Clayton) have an alcohol policy regarding service of alcohol at all Clayton club events, including off campus events. <http://monashclubs.org/forClubs/constitution/AlcoholPolicy-20070821.pdf>

MONSU Caulfield Clubs and Societies have an Events Planning Guide that specifies conditions for club events where alcohol is served. <http://www.monsucaulfield.org.au/clubs/Eventspage.html>

MUGSU Gippsland has a Clubs Manual that includes requirements for events involving alcohol. <http://mugsu.org.au/content/view/41/75/>

Victorian Pharmacy Student's Association (Parkville) have Clubs and Societies Guidelines that include requirements for alcohol at events. <http://www.mpsa.org.au/?id=clubs>

### 7.4.3 Monash Sport

Monash Sport has developed an alcohol policy for all University sporting events. [LINK](#)

## 8. TOBACCO USE

### 8.1 SMOKE-FREE LEGISLATION

- The *Tobacco (Amendment) Act 2005* made it an offence for persons at work to smoke in an enclosed workplace.
- From 1 July 2007, the Act requires all enclosed licensed premises to be smoke free. 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.

### 8.2 APPLICATION OF SMOKE-FREE LEGISLATION AT MONASH UNIVERSITY

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

## 9. ILLEGAL DRUGS

### 9.1 ILLEGAL DRUGS AND DRUG PARAPHENALIA AT EVENTS

- If illegal drugs or drug paraphernalia are found or whenever there is reason to believe a staff member or student has been selling, distributing or using illegal drugs at a University event, Security should be notified.

## 10. EMERGENCY ASSISTANCE

- For on-campus emergencies, call extension 333 on any Australian campus or use a red emergency telephone where available.
- In the event of an emergency occurring at an off-campus event, the Event Manager should contact the ambulance, fire brigade or police services as appropriate by dialling 000. If a situation is life threatening, the ambulance should be contacted first.

## 11. RECORDS

<b>Records to be kept by:</b>	<b>Records:</b>	<b>To be kept for:</b>
OHS	Hazard and Incident Report form	Indefinitely

## 12. REFERENCES

### 12.1 LEGISLATION

*Liquor Control Reform Act 1998*  
*Monash University Act 1958*  
*Occupational Health and Safety Act 2004*  
*Occupational Health and Safety Regulations 2007*  
*Tobacco (Amendment) Act 2005*

### 12.2 CODES AND GUIDELINES

Alcohol Beverages Advertising Code and Complaints Management Scheme 2004  
National Health and Medical Research Council, "Australian Alcohol Guidelines for Low-Risk Drinking: Draft for Public Consultation", October 2007

### 12.3 GENERAL UNIVERSITY DOCUMENTS

Monash University Residential Services, "Alcohol Policy at functions – On-campus accommodation"  
Australian University Sport Code of Conduct (LINK)  
Monash University Emergency booklet – Personal Injury

### 12.4 MONASH UNIVERSITY OHS DOCUMENTS

<http://www.adm.monash.edu.au/ohse/documents/#policies>

Alcohol and Other Drugs Policy  
Guidelines for the Management of Drug and Alcohol Issues Among Staff and Students  
OHS Information Sheet No. 26 Smoke-Free Environment at Monash University  
OHS Information Sheet No. 27 Alcohol and other Drugs

## 13. LIMITING THE AMOUNT OF ALCOHOL SERVED

### 13.1 STANDARD DRINKS

Different types of alcoholic drinks contain different amounts of pure alcohol. A standard drink is defined as one that contains ten grams of pure alcohol.

One standard drink is approximately equal to:-

- Low alcohol beer (3.5%) = 1.6 pots, total volume 375 ml
- Low alcohol beer (3.5%) = 1 can, 375 ml
- Regular beer (4.9%) = 1 pot, 285 ml
- Regular beer (4.9%) =  $\frac{3}{4}$  of a 375 ml stubby
- Alcoholic soda (5.5%) =  $\frac{3}{4}$  of a 330 ml bottle
- Table wine (12%) = 1 small glass, 100 ml
- Mixed drinks = 1 glass, 30 ml of spirits (40%) plus mixer
- Spirits or liqueurs (40%) = 1 nip, 30 ml

### 13.2 LOW- RISK DRINKING

The National Health and Medical Research Council (NHMRC) of Australia defines low-risk drinking as:

**Two standard drinks or less in any one day for men and women.**

Importantly, this guideline does not represent a 'safe' or 'no-risk' drinking level; neither is it a prescribed intake level. Rather, it represents a drinking level that, for healthy adults, will:

- keep the risk of accidents and injuries, or of developing alcohol related diseases, at tolerably low levels (compared with not drinking);
- reduce the lifetime risk of death from an alcohol-related injury or disease to less than 1 in 100 people who drink at that level.

The guideline drinking level is based on an average bodyweight. People with lower bodyweights (below 60 kg for men and 50 kg for women), should consider drinking less than the guideline level.

The NHMRC also warns that young adults up to the age of 25 are at particular risk of harm from alcohol consumption, in particular:

- Young adults continue to be greater risk takers than older adults, but still have poorly developed decision-making skills — factors that are reflected in the high levels of injuries sustained by this age group.
- Alcohol affects brain development in young people; thus, drinking, particularly binge drinking, at any time before brain development is complete (which is not until 25 years of age) may adversely affect later brain function.
- In addition, young adults are also the adult age group most likely to take mood-altering drugs, and the combination of alcohol and drugs increases the risk of harm.

### 13.3 CALCULATING THE AMOUNT OF ALCOHOL FOR UNIVERSITY EVENTS

- It is recommended that the amount of alcohol available at University events should be controlled so that the anticipated allowance per person will be within the NHMRC guidelines for low risk drinking, of two standard drinks or less in any one day for men and women.
- The following example illustrates the calculations that should be made based upon the number of people attending the event.

#### **An event for 100 people = 100 x 2 standard drinks**

- If only light beer is provided this would be 100 x 2 cans (375 ml) = 200 cans or 75 litres or 8 ⅓ slabs.
- If a mixture of drinks is provided the maximum amount of alcohol should be split between the different drinks, without exceeding 100 people x 2 standard drinks.
- One easy way to do this is to split 2 standard drinks between the different varieties to be provided. This example provides ½ a standard drink per person of light beer, full-strength beer, wine and spirits, to total 2 standard drinks per person. So the total amount of alcohol provided for the event should be:

Light beer	100 x 0.5 can (375 ml)	= 50 cans, or 18.75 litres
Beer	100 x 0.5 pot (285 ml)	= 50 pots, or 14.25 litres
Wine	100 x 0.5 small glass (100 ml)	= 50 glasses, or 5 litres
Spirits	100 x 0.5 shot (30 ml)	= 50 shots, or 1.5 litres