



Policy: Alcohol and Other Drugs/Substances – Staff and Students

Purpose

The safety, health and wellbeing of individuals and others around them is of paramount importance and it is the responsibility of all individuals to ensure that they are fit to participate in the college environment. Fitness may be affected by a variety of factors, including tiredness, stress, medications or alcohol or other drugs and substances.

The *Alcohol and Other Drugs/Substances Policy* is aimed at providing staff and students at South Regional TAFE with the appropriate guidance in the management of incidents relating to the use of alcohol or other drugs and substances within the college environment.

It is not acceptable for staff, students or visitors to conduct business in the college environment when impaired from the use of alcohol or other drugs and substances. This includes while on college property, undertaking work placement and during activities sponsored by the college not on college property (e.g. trade shows and student excursions).

This policy establishes the approach to be followed by the college when an individual is suspected of being unfit to participate in the college environment due to the effects of alcohol or other drugs and substances.

Scope

The policy applies to all staff, students and visitors in the college environment. The major strategies of this policy are prevention and intervention, which are designed to assist in the creation of a safe and productive work and learning environment.

Guidelines on alcohol or other drugs and substances

Legal Substances

- a) Alcohol is forbidden on campus outside of the college's Epicure restaurant, Bunbury Campus, with the exception of:
 - Official functions where a permit has been obtained and permission for providing alcohol has been obtained from the Managing Director
 - Unofficial out of hours staff gatherings where alcohol is consumed in a responsible manner with the permission of the Managing Director.
- b) In the interests of the health, safety and welfare of all college employees, students and visitors it is college policy to prohibit smoking in, or at, all of the college campuses, properties and workplaces. Smoking is not allowed anywhere on college grounds. This applies to all management, employees, contractors, clients, students and visitors to college premises.
- c) The misuse of petrol, glues, solvents or other mind-altering substances is forbidden.

Action to be taken against persons may include but is not restricted to suspension, expulsion, and disciplinary action.

Illegal Substances

Illegal drugs and substances are forbidden on campus. This includes possession, use and distribution of illegal drugs and substances.

Action to be taken against persons may include but is not restricted to suspension, expulsion, and disciplinary action and appropriate police involvement.

Definitions

College Environment – This includes college property, work placement and any official venue the college may use for a college sponsored function or event.

Procedures

When a person is assessed as not being fit to take part in the learning environment, action will be taken to remove them from their work/training situation.

The college provides a number of support services for both staff and students. Individuals will be encouraged to access these services to assist them in overcoming circumstances that are impacting on their fitness to participate.

Sanctions

The college will take immediate and appropriate action against any person admitting to or being found to violate the terms and conditions of the college's *Alcohol and Other Drugs/Substances Policy*.

Prevention

The main focus of prevention strategies will be to disseminate information and increase the 'awareness' of alcohol and other drugs and substance abuse.

- Reference on college website and Intranet
- Reference in the Student Diary
- Included in student induction / orientation
- Posted on Student Bulletin Boards
- Copies available in the Human Resources unit
- Included in induction

The college will actively participate in awareness campaigns including partnerships with other agencies such as the WA Drug Abuse Strategy Office (WADASO) and WA Health Department – Alcohol and Other Drugs Section. This will include:

- Supporting government and local community agency campaigns related to alcohol and drugs.
- Undertaking drug awareness promotional activities.
- Providing alcohol or other drugs and substances information in the Learning Resource Centre, Canteen and Student Common Areas.
- Distribution of 'Substance Abuse (Alcohol and Drugs)' information.

Interventions

- Encouraging students to seek the assistance of college support services if they feel they have a problem with the use of alcohol and other drugs and substances.
- Encouraging staff to seek the assistance of the college's Human Resource Unit or confidential external staff counselling service if they feel they may have a problem with the use of alcohol and other drugs and substances.
- Offering assistance to staff and students through referral to professional community-based rehabilitation services and health treatment services for those with problems.
- Encouraging staff and students to assist in maintaining a drug free college environment.
- Informing staff and students that they may register a grievance against any individual he/she knows or believes to have violated this policy.
- Where relevant, accessing law enforcement authorities.
- Provision of staff training on:
 - How to recognise students with symptoms of impairment from the use alcohol and other drugs and substances.
 - Developing techniques for intervention for instances of impairment due to the use of alcohol or other drugs and substances.
 - Medical risk assessment.

Procedures and Sanctions for Students

Work Placements

Students undertaking work placement will be required to comply with all the occupational health and safety initiatives of the company they are placed with. This may include mandatory or random drug testing. Students who fail a drug test while on work placement will have their work placement with the company terminated immediately.

Once the college is advised of the work placement termination:

Student 18 and over

1. Will be suspended from their qualification/accredited course.
2. Will be encouraged to attend counselling.

On the provision of a medical certificate from a doctor of their own choice that they are fit to undertake the tasks generally associated with the qualification/accredited course they are undertaking, the student will be considered for reinstatement. The costs associated with obtaining a medical clearance will be borne by the student.

Student under 18

1. The student's parent/guardian will be contacted and notified of the circumstances and that the student is being suspended from his/her qualification/accredited course. If the student is within the college environment the student will then be sent by taxi or driven to a location agreed with his/her parent or guardian (the cost may be passed on to the parent/guardian by the college).
2. The student and the student's parent/guardian will be requested to meet with the college to discuss the range of external services available and the assistance the college is prepared to provide.

On the provision of a medical certificate from a doctor of their own choice that they are fit to undertake the tasks generally associated with the qualification/course they are undertaking, the student will be considered for reinstatement. The costs associated with obtaining a medical clearance will be borne by the student.

Subsequent Offence

If in undertaking subsequent work placement the student's placement is again terminated as a result of having failed a drug test then the student may be expelled from the college. (The student will be suspended pending resolution by the Governing Council for their expulsion).

Campus Environment

The various recommended work procedures are designed to provide practical guidelines in the treatment of a student suspected of impairment. The recommended procedures apply within the context of the following principles. These principles are to be applied in the treatment of any student suspected of impairment. These principles prescribe the college's policy requirements of all staff.

Policy Principles

The college will endeavour to provide a drug-free workplace for all staff, students and visitors by adopting relevant approaches to the management of alcohol or other drugs and substances.

When a person is assessed as not being fit to take part in the learning environment, action will be taken to remove them from their work/training situation.

The college provides a number of support services for both staff and students. Individuals will be encouraged to access these services to assist them in overcoming circumstances that are impacting on their fitness to participate.

The following policy principles are to be applied by all staff in the treatment of a student suspected of impairment:

- Within the context of your capabilities take action to minimise the risk to all persons who may be affected by the student's behaviour.
- Do not take action that will expose yourself or others to additional risks.
- Seek assistance, support and input from other members of staff, management, and executive as appropriate. The number of persons to involve will be determined by the incident, but two people working as a team can provide mutual support and may provide useful corroboration of the student's behaviour at a later stage of the process.
- Provide for the involvement of an appropriate manager or member of executive at the first available opportunity.
- For students under 18, provide for the involvement of the parent/guardian at the first available opportunity. Similarly, involvement of the employer of apprentices/trainees will be provided for at the first available opportunity.
- In the event of aggressive behaviour with actual or the threat of physical violence, provide for the involvement of the Police at the first available opportunity.
- Aggressive behaviour by any person within the college environment is to be treated as it would be in any public environment, a matter for the Police and not the discrete responsibility of the college and its staff.

Consequence of Policy Breach

- First offence: removal from class until the following day.
- Second offence: Student will not be allowed to recommence activity until they gain a medical clearance.
- Third offence: Student will be referred to South Regional TAFE's Managing Director to take appropriate action to suspend/expel him or her.

All incidents should be documented and placed on an appropriate file in the college Recordkeeping system.

Staff

An employee has a duty of care to present them self for work in a state fit for work and to remain that way while at work.

However, the college is committed to assisting those who may have persistent problems that impact on their performance at work or their interaction with staff, students or others and will work closely with and provide whatever support is necessary to put the employee in a position to address their issues.

In addition confidential counselling services are available to all staff on a self-referral basis.

Employees can be assured of confidentiality.

In the Provision of Workplace Delivery, Assessment or Support

Employees who fail a drug test while undertaking delivery and assessment or providing support services on a work site will:

First Offence

The officer will be required to attend counselling services and in consultation with Human Resources develop a positive action plan. They will be assigned other duties if available and appropriate as determined by the Managing Director or directed to take leave. On the provision of a medical certificate from a doctor of their own choice and at their own expense that they are fit to undertake the tasks generally associated with their employment they will recommence normal duties.

Subsequent Incident

In addition to the provision of support services appropriate disciplinary action as determined by the Managing Director will be undertaken in accordance with the *Public Sector Management Act 1984*.

Observation

Where a supervisor has reasonable grounds to suspect an employee is impaired, the staff member will be removed from their work environment for the remainder of that day. Before recommencing duties they will be interviewed by their supervisor to establish an agreed position on the incident, their fitness to commence duties and advised of counselling and support services available. The interview will be documented and placed on the staff member's personnel file.

Subsequent Incident

In addition to the provision of support services, appropriate disciplinary action as determined by the Managing Director will be undertaken in accordance with the *Public Sector Management Act 1984*.

Complaint

If the college receives a complaint about the ability of an employee to perform their duties due to impairment, the staff member will be interviewed by their supervisor to establish an agreed position and they will be advised of counselling and support services available. The interview will be documented and placed on the staff member's personnel file.

Subsequent Complaint

The officer will be directed to undertake a medical test. Subsequent action will be dependent upon the result of this test.

Related documents

Policy: OSH Statement of Intent and Commitment

Process: Alcohol/Drugs Student Admits Impairment, Health Risk

Process: Alcohol/Drugs Student Admits Impairment, No Health Risk, Student Under 18 Years Old

Process: Alcohol/Drugs Student Admits Impairment, No Health Risk, Student is 18 Years Old or Over

Process: Alcohol/Drugs Student Does Not Admit Impairment, Explanation Accepted (Any Age Student)

Process: Alcohol/Drugs Student Does Not Admit Impairment, Health Risk Exists (Any Age Student)

Process: Alcohol/Drugs Student Does Not Admit Impairment, No Health Risk, Student Under 18 Years Old

Process: Alcohol/Drugs, Student Does Not Admit Impairment, No Health Risk, Student 18 Years Old or Over

Process: Alcohol/Drugs, Student Does Not Admit Impairment, Aggressive Behaviour (Any Age Student)

Version control

Custodian	Version	Date of next review
Director Training Services	3	3 years from issue date