

# Smoking, Alcohol and Drug Policy

## 1. Purpose and Scope

- 1.1 AIAT is committed to providing a safe and healthy environment for all members of the AIAT community through:
  - 1.1.1 being a smoke-free campus;
  - 1.1.2 preventing alcohol-related harm; and
  - 1.1.3 prohibiting all illegal drugs.
- 1.2 This policy applies to all students, staff, Board and committee members, contractors and visitors.
- 1.3 This policy applies to all AIAT activities conducted on AIAT premises or activities organised or sponsored by AIAT offsite, whether conducted during or outside business hours.

## 2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are those specific to this policy.

**Smoke** (or **smoking**) includes:

- a. all activities that burn tobacco and tobacco-related products, herbs or drugs including cigarettes, cigars, pipes, water pipes, tobacco prepared for chewing or sucking or snuff; and
- b. e-cigarettes, being devices designed to generate or release an aerosol or vapour for inhalation by the user in a manner similar to smoking from an ignited tobacco product.

## 3. Policy Statement

- 3.1 Members of the AIAT community are expected to comply with all legislative requirements.
- 3.2 Smoking is prohibited on the AIAT campus.
  - 3.2.1 Smoking is also prohibited in any vehicle provided by AIAT for work or study purposes.
  - 3.2.2 Persons wishing to smoke must do so in a designated outdoor area and dispose of cigarette butts and associated waste in designated bins in those locations.
  - 3.2.3 Disciplinary action may be taken against a person who repeatedly breaches this policy.
- 3.3 AIAT has a zero-tolerance approach in relation to the use of illegal substances. Students or staff found to be under the influence of illegal substances, or providing the substances to another person, will face disciplinary action.

- 3.4 Members of the AIAT community are expected to display a responsible attitude towards the legal use of alcohol and prescription and over the counter drugs on AIAT premises and at any offsite AIAT event, or any other event that is attended as a representative of AIAT.
- 3.5 Each member of the AIAT community has a duty of care to ensure they are not, through the consumption of drugs or alcohol, diminished in their ability to perform their duties nor are they endangering their own safety or that of others.
- 3.6 Members of the AIAT community who are impaired by alcohol or drugs must not engage in any work or study activities while they are impaired.

## 4. Policy Principles

- 4.1 Where a person is required to take prescription or over-the counter drugs that may affect:
  - 4.1.1 their ability to perform their duties (as an employee, contractor or student); or
  - 4.1.2 their safety or the safety of others,the person must disclose this to their manager or Student Support Officer before commencing work or studies.
- 4.2 Any member of the AIAT community working alongside a colleague whose wellbeing or job performance they perceive to be adversely affected by alcohol or drug use (whether legal or illegal) is required to share their concerns with the relevant immediate supervisor.
- 4.3 Any member of the AIAT community who perceives that a student attending campus or otherwise participating in AIAT sponsored activities, is adversely affected by alcohol or drug use (whether legal or illegal) is required to share their concerns with the Student Support Officer.
- 4.4 Strategies for dealing with a person perceived to be adversely affected by alcohol or drug use may include:
  - 4.4.1 Instructing the person to leave AIAT premises or to seek medical attention where required.
  - 4.4.2 Informing the person that their conduct was unsatisfactory and will be subject to disciplinary proceedings. Penalties may include suspension or termination of enrolment/employment/contract.
  - 4.4.3 Contacting the Campus Manager where there is an immediate safety issue; and
  - 4.4.4 Documenting all incidents involving alcohol and/or drugs.

### **Functions and events involving alcohol**

- 4.5 AIAT encourages consideration of alcohol-free events to maximise cultural inclusivity and participants' health and safety.
- 4.6 A risk assessment should be carried out for any event or function involving alcohol.

- 4.6.1 As a general rule, alcohol is not permitted to be served where minors can reasonably be expected to be present.
  - 4.6.2 Precautionary measures must be in place to ensure alcoholic beverages are not accessible or provided to people who are under age or who appear intoxicated.
  - 4.6.3 A variety of non-alcoholic beverages must be available at an event or function and be displayed as prominently as the alcoholic beverages.
- 4.7 The CEO has the authority to approve the provision of alcohol at formal AIAT events and functions. In addition:
- 4.7.1 Managers may approve the consumption of alcohol at informal or work-based events (for example, an annual social gathering at a restaurant), provided that:
    - a. the gathering must be inclusive and welcoming to people choosing not to drink;
    - b. non-alcoholic beverages must be easily available;
    - c. any consumption of alcohol must be reasonable and not cause risk to attendees, property and AIAT's reputation.
- 4.8 The consequences of non-compliance with this policy will be addressed through AIAT's Dealing with Unsatisfactory Performance and Misconduct (Staff) Procedure or Student Misconduct Procedure.

## 5. Roles and responsibilities

- 5.1 The CEO is responsible for:
- 5.1.1 Ensuring all staff members are aware of their rights and responsibilities in relation to smoking, alcohol and drugs relevant to AIAT policy and South Australian law.
  - 5.1.2 Approving (or not) the provision of alcohol at formal AIAT events and functions, ensuring that alcohol is served responsibly.
- 5.2 The Executive Management Group and other managers are responsible for:
- 5.2.1 Taking appropriate action if there is a risk to the wellbeing or welfare of a person affected by drug or alcohol use, such as:
    - a. Instructing the person to leave the premises and if necessary, ensuring safe transportation and/or medical attention.
    - b. Informing the person that their conduct was unsatisfactory and encouraging them to seek assistance.
    - c. Discussing relevant behaviours or incidents that may be subject to staff or student misconduct provisions and documenting these discussions.
    - d. Contacting the Campus Manager and security where there is an immediate safety issue.
    - e. Documenting all incidents in an incident report.
  - 5.2.2 Ensuring new staff, and where relevant contractors and other visitors, are appropriately inducted into AIAT's requirements set out in this policy and as required by South Australian law.

- 5.2.3 Putting adequate measures in place to support persons who disclose they may be adversely impacted by prescription or over-the-counter drugs.
- 5.3 The responsibilities of those staff who are interacting with students (such as academic and Student Services Office staff) include:
- 5.3.1 Instructing students that they are not to attend AIAT if they are adversely affected by alcohol or drugs, and notifying the Student Support Officer where a student's health may be at risk.
- 5.3.2 Encourage students to seek assistance if they believe misuse of drugs or alcohol is occurring.
- 5.3.3 Immediately informing the Campus Manager where the behaviour of a student is improper, unsafe or constitute a risk to themselves or others.
- 5.4 In addition, staff responsible for student orientation must:
- 5.4.1 Ensure new students are informed about this policy and South Australian law, particularly restrictions on smoking in all enclosed areas.
- 5.5 All staff are responsible for:
- 5.5.1 Ensuring their behaviour does not harm themselves or others.
- 5.5.2 Ensuring a safe work and study environment by reporting incidents or persons potentially at risk to their Manager, Campus Manager or Student Support Officer.
- 5.5.3 Complying with AIAT policy and South Australian law.
- 5.6 Students are responsible for:
- 5.6.1 Ensuring their behaviour does not harm themselves or others;
- 5.6.2 Reporting to a staff member any situation that may put person's health or safety at risk.
- 5.6.3 Complying with AIAT policy and South Australian law.

## 6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Smoking, Alcohol and Drug Policy
Policy Reference No.	POL – 49
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 2021 2.3 (Wellbeing and Safety)
Related Documents	Health and Safety Policy Dealing with Unsatisfactory Performance and Misconduct (Staff) Procedure Student General Misconduct Procedure
Related Legislation	Work Health and Safety Act 2012 (SA)

	Tobacco and E-Cigarette Products Act 1997 (SA) Tobacco and E-Cigarette Products Regulations 2019 (SA) Higher Education Standards Framework (Threshold Standards) 2021
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:  Adelaide Institute of Higher Education (June 2019) Work Health and Safety Policy and Procedure Flinders University (June 2020) Smoke-free Workplace Procedures Southern Cross University (April 2020) Drug and Alcohol Policy Southern Cross University (April 2020) Smoke-Free Campuses Policy University of Newcastle (August 2011) Alcohol and Other Drugs Policy
Date of approval	2 March 2022
Review date	December 2024
Policy Category	Operational

## 6. Document Version Control

Document No	POL – 49	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	8/4/2022	Updated policy number
Created Date	March 2022		