



## 3.9 Drugs and alcohol related incidents

### Information Sheet

#### Purpose

The purpose of this information sheet is to provide guidance on the management of drug and alcohol related incidents during University related activities. This information sheet supplements the [Incident reporting and investigation](#) chapter of the HSW Handbook.

#### Q1 Who has legislative responsibilities to ensure that any actions or omissions do not adversely affect the health and safety of the other persons at the workplace?

Any person employed or engaged by the University, or who is undertaking University related activities both on and off-campus. This includes but is not limited to employees, title holders, volunteers, Higher Degree Research students, visitors or third parties engaged by the University (e.g. contractors, sub-contractors and employees of a labour hire company placed in the University).

#### Q2 What should a worker do if they consider that another worker is under the influence of drugs or alcohol and may endanger another person or themselves?

Report the incident to:

- the Manager/Supervisor or the person who is managing the area/activity; or
- the contractor's supervisor (where applicable); or
- Campus Security, who will contact the relevant personnel and also provide assistance; or
- the Police (0) 000 if the behaviour is life-threatening.

(You will need to advise your exact location e.g. building, level and room number, your name and contact details and/or sufficient information to enable your whereabouts to be tracked e.g. your emergency contact at the University, and details of the current situation. Please also advise the Security Office (831) 35444 who will provide information/assistance.)

#### Q3 What happens following a report that a worker is potentially under the influence of drugs or alcohol and may endanger another person or themselves?

The person who receives the report will assess the situation and if necessary take the required action to ensure the safety of those involved.

Their actions will depend on the location and level of risk but will generally involve:

- attending the area (if safe to do so);
- discussions with the person(s) involved to verify the report; and
- provision of the opportunity for him/her/them to explain and modify their behaviour.

Where a risk remains, the person(s) may be:

- directed to cease work/activity;
- directed to work in an alternative work area/duties;
- requested to leave the workplace (Safe transport may be arranged to their residence where reasonable to do so); or
- escorted from the premises by Security or the emergency services.

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**Q4 Does an incident report need to be completed?**

In the event that the drug/alcohol related incident has been substantiated and it has been found that safety has been compromised, then an incident report needs to be completed. Those involved in the incident, or the Manager/Supervisor/person managing the activity are to follow the process in the [Incident reporting and investigation](#) HSW Handbook Chapter. Where the incident is of a confidential nature a hazard report can be completed in the University's on-line incident reporting system. This does not require the entry of any names and any corrective actions of a confidential nature should not be included. It does however allow any system failures to be addressed.

Where unsure of what should/shouldn't be recorded in the on-line incident reporting system the Manager/Supervisor/Person managing the activity should contact their Faculty/Division [HSW contact](#).

**Q5 What happens if the incident places another person at serious risk of harm? Is this misconduct?**

Where a person's behaviour is reckless and has placed another person at risk of injury and/or there are immediate or ongoing concerns within the School/Branch, the incident should be reported immediately to the Manager or [HR Advisor](#). They will provide assistance/advice and investigate the incident further. The outcome of the investigation will determine if the incident is then treated as misconduct. Further information on misconduct is available in the [Enterprise Agreement](#).

**Q6 What happens if the person involved is a student?**

- Notify Student Services (831) 35901, brief them on the situation and follow their advice;
  - Campus Security, who will contact the relevant personnel and also provide assistance; or
  - The Police (0) 000 if the behaviour is life-threatening.
- (You will need to advise your exact location e.g. building, level and room number, your name and contact details and/or sufficient information to enable your whereabouts to be tracked e.g. your Emergency contact at the University, and details of the current situation. Please also advise the Security Office (831) 35444 who will provide information/assistance.)

**Q7 What should I do if I am taking prescription medication which may affect my safety/work performance, or the health and safety of other persons and I am concerned that I could cause an incident?**

Discuss the activities where you consider that your medication may place you/or others at risk with your Manager/Supervisor. Let them know how long you will be on the medication for and the symptoms. You may need to modify your activities during this time, so discuss and agree on any changes to your normal tasks and the frequency of review. Where required this could also necessitate a higher level of supervision or frequent monitoring during the day. This is all based on the medication and symptoms and may need some information from your treating doctor.

Should you require advice/assistance please contact HSW Injury Management and Wellbeing Advisor on 8313 5904.

Where medication may affect your work performance long term, your Manager/Supervisor may contact a [HR Advisor](#) to discuss this further e.g. reasonable adjustments may need to be considered and formalised.

**Q8 Will confidentiality be maintained if I report that I am taking prescription medication which may affect my safety/work performance, or the health and safety of other persons?**

Yes. The Manager/Supervisor, HR Advisory and HSW Teams (if involved) are all required to maintain confidentiality.

**Further Information**

- If you require further information about Drugs and Alcohol related incidents, please contact your local [HSW Team](#). If you require counselling assistance or have any concerns in regard to alcohol and drugs, the University has a free and confidential counselling service for:
  - Staff: [Employee Assistance Program](#) - phone 8352 9898 (Business Hours);
  - Students: [Student Life Counselling Support](#) phone (831) 35663.
- If you require further information about the University's Alcohol Management and use policy and associated forms and checklists, please go to the [policies website](#).
- SafeWork SA [Alcohol and Drugs webpage](#).

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