

# SMOKING, ALCOHOL AND OTHER DRUGS IN THE WORKPLACE POLICY



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## 1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to personal health and safety, so far as is reasonably practicable. As such, this policy is intended to meet obligations under legislation including eliminating or minimising, so far as is reasonably practicable:
- the health risks associated with the harmful effects of smoking
  - the risks associated with the use of alcohol, and
  - the risks associated with the use of prescription, legal or illicit drugs.

## 2 SCOPE

- 2.1 This policy applies to CQUniversity employees, students, contractors and their employees, and visitors whilst at CQUniversity worksites including individuals participating in work or study/research activities that are conducted off-site.

## 3 POLICY STATEMENT

### Smoking

- 3.1 Further to any current legislation, smoking at, on, or in University premises, grounds or within any University vehicle is prohibited.
- 3.2 Cigarette vending machines and/or other cigarette sales outlets are prohibited on University worksites.
- 3.3 Employees may only smoke during official work breaks (e.g. morning tea, lunch).
- 3.4 The University encourages individuals to quit smoking and seek assistance which may be obtained via any of the state-based 'quit smoking' websites, a treating medical practitioner or the employee assistance program.
- 3.5 Provisions will be made for students who reside at University residence facilities (i.e. designated smoking zone).

## Alcohol and drugs

- 3.6 The use of alcohol or drugs can impact a person's ability to perform tasks in a proper and safe manner, and may have adverse effects on safety, efficiency and productivity of self and others. Alcohol and drug misuse is a social and health problem that is amenable to prevention with appropriate diagnosis and treatment. University management has a legitimate interest in taking action to resolve such issues and to promote and maintain a good reputation within the community without such issues bringing the organisation into disrepute.
- 3.7 All individuals at University sites will:
- abide by legislation with regard to the use and/or possession of alcohol and other drugs
  - recognise legal and social obligations in selling and/or supplying alcohol and promote a responsible attitude towards the use of alcohol, and
  - not be adversely affected by alcohol and/or drugs whilst undertaking work activities.
- 3.8 Where required to complete field activities (e.g. off-site research and data collection), the site owner may enforce a testing regime which may include, but not limited to, breath and/or saliva screening to test for alcohol or other drugs. Such site-specific requirements will be identified in the contract between the University and the site owner.
- 3.9 Individuals participating in high-risk activities must be free from the effects of alcohol and/or other drugs. If any doubt exists as to an ability to pass such a test with a negative or zero reading, an individual should withdraw from the activity. High-risk activities include, but are not limited to:
- working with plant and equipment which includes the use of a motor vehicle
  - working in laboratories
  - supervising employees or students
  - conducting diving or boating operations, or
  - working with chemicals and hazardous substances.
- 3.10 Being under the influence of alcohol and/or drugs will not be accepted as an excuse for unacceptable behaviour, including the wilful or reckless endangerment of health and safety of any individual at a University site.
- 3.11 The consumption of alcohol in public areas of the student residences and other University sites is not permitted, nor is binge drinking or drinking games.
- Specific organised events can be excluded, but prior notice of such events must be provided to the relevant Senior Executive, Security and the Safety and Wellbeing Unit, and a formal risk assessment must be undertaken.
  - Some University campuses may include a licenced venue where responsible consumption of alcohol is permitted (i.e. Birdcage Bar at CQUniversity Rockhampton North).
- 3.12 The misuse of alcohol or other drugs by individuals at University sites will be addressed by a relevant Manager with advice from the People and Culture Directorate, to provide a safe and healthy workplace.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 Where misuse of alcohol and/or other drugs is identified, the Vice-Chancellor and President, Chief Operating Officer, any Vice-President, any Associate Vice-President, any Head of Business Area, or any Supervisor, will seek assistance from the People and Culture Directorate to address problems, provide information and assistance concerning available sources of help and advice (internal and/or external) to the individual which may include, but is not limited to, the use of a confidential and non-judgemental treatment response program.

- 4.2 Management will ensure that contractors working at University sites are aware of and comply with this policy.
- 4.3 Breaches of this policy will be reported via section 4.6 below.
- 4.4 Refer to the [Work Health and Safety Roles and Responsibilities Procedure](#) for specific employee, student, contractors and visitor safety and health responsibilities and expectations.
- 4.5 The Safety and Wellbeing Manager is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy.

## Reporting

- 4.6 Non-compliances with this policy will be reported and investigated as an incident under the [Incident and Hazard Reporting and Investigation Procedure](#).

## Records management

- 4.7 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.8 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).
- 5.2 Other definitions in relation to Work Health and Safety can be located in the respective legislative documentation (e.g. Work Health and Safety Act, Work Health and Safety Regulations, Codes of Practice, Guides).

## Terms and definitions

**Smoking:** includes the use of cigarettes and other tobacco-related products (herbal cigarettes, loose smoking blends, cigarette papers, cigarette making machines, cigarette filters, chewing tobacco and electronic cigarettes) or other devices used for similar purpose.

**Electronic cigarettes:** includes any device used for the inhalation of a substance as defined by legislation (e-cigarettes, e-cigars, vapour pens or a personal vaporiser).

## 6 RELATED LEGISLATION AND DOCUMENTS

[Incident and Hazard Reporting and Investigation Procedure](#)

[Occupational Health and Safety Policy](#)

[Smoke-free Environment Act 2000](#) (NSW)

[Smoke-free Environment Regulation 2016](#) (NSW)

[Tobacco Act 1987](#) (Vic)

[Tobacco and E-Cigarette Products Act 1997](#) (SA)

[Tobacco and Other Smoking Products Act 1927](#) (ACT)

[Tobacco and Other Smoking Products Regulation 2018](#) (ACT)

[Tobacco and Other Smoking Products Act 1998](#) (Qld)

[Tobacco and Other Smoking Products Regulation 2021](#) (Qld)

[Tobacco Products Control Act 2006](#) (WA)

[Tobacco Products Control Regulations 2006](#) (WA)

## 7 FEEDBACK

7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
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Administrator	Director People and Culture
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Notes	This document was formerly known as the Smoking in the Workplace Policy (23/05/2011).