

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. This obligation includes 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
 - the risks associated with the use of prescription, legal or illicit drugs.
- 1.2 This policy is intended to meet or exceed obligations under current legislation.

2 SCOPE

- 2.1 This policy applies to CQUniversity employees, students, contractors and their staff, 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 CQUniversity premises, CQUniversity grounds or within any CQUniversity vehicle is prohibited.
- 3.2 Cigarette vending machines and/or other cigarette sales outlets are prohibited on CQUniversity worksites.
- 3.3 CQUniversity employees are only permitted to smoke during official work breaks (e.g. morning tea, lunch).
- 3.4 CQUniversity 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 CQUniversity 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. CQUniversity 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 CQUniversity 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
 - 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 CQUniversity 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
 - 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 member of the Executive team, security staff and the Occupational Health and Safety (OHS) 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 North Rockhampton).
- 3.12 The misuse of alcohol or other drugs by individuals at University sites will be addressed 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, any Deputy Vice-Chancellor, any Pro Vice-Chancellor, any Associate Vice-Chancellor, any Head of Campus, or any Supervisor, will seek assistance from the staff of 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 CQUniversity management will ensure that contractors working at University sites are aware of and comply with the University's procedures regarding alcohol and other drugs.
- 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 National OHS Manager is responsible for monitoring, reviewing and ensuring compliance with this policy.

Reporting

- 4.6 Non-compliances with this policy will be reported via the OHS Incident Report Form (via [Employee Self Service Online](#) for employees) and will be investigated as an OHS Incident.

Records management

- 4.7 Staff must maintain all records relevant to administering this policy in a recognised University recordkeeping system.

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

[Occupational Health and Safety Policy](#)

OHS Incident Report Form (via the [Employee Self Service Online](#))

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

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

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

[Tobacco and Other Smoking Products Regulation 2010](#) (QLD)

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

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

[Tobacco Act 1987](#) (VIC)

[Tobacco Products Regulation Act 1997](#) (SA)

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

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

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	National OHS Manager
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Notes	This document was formerly known as the Smoking in the Workplace Policy (23/05/2011).