



Alcohol, Tobacco & Drug Policy

Version 2111—Approved by Council—10 May 2021

1. Statement of Context

1.1 Risk Management

As a residential college within The University of Queensland, Grace College is committed to providing a safe and healthy environment for all residents, staff, contractors, voluntary workers and visitors to the College. This commitment extends to its activities as a function and conference venue for the purposes of supporting its core activities.

In this commitment to a safe and healthy environment, Grace College actively:

- encourages behaviours and actions which promote respect and consideration towards all persons associated with the College including residents, staff, contractors, voluntary workers and visitors, as well as the community and the environment in which the College is located; and
- discourages behaviours and actions that do not produce a positive, safe and respectful work, study and living environment.

This Alcohol, Tobacco & Drug Policy should be read in the context of the College's Risk Management Plan and Work Health Safety and Environmental Wellbeing Policy. These policies are disseminated via Handbooks, the College website, and Training & Induction Programs and the *Grace College Operations Manual* (see Section 4).

1.2 Harm Minimisation

The College recognises:

- the Australian Government's National Drug Strategy 2017-2026;
- its aim "to build safe, healthy and resilient Australian communities through preventing and minimising alcohol, tobacco and other drug-related health, social, cultural and economic harms among individuals, families and communities";
- its "commitment to harm minimisation through balanced adoption of effective demand, supply and harm reduction strategies".

In line with the National Drug Strategy, the College affirms a "harm minimisation" approach to the management of alcohol, tobacco and other drug use within its arena of responsibility. A harm minimisation approach "considers the health, social and economic consequences of drug use on individuals, families and communities as a whole and is based on the following considerations:

- drug use occurs across a continuum, from occasional use to dependent use;
- a range of harms are associated with different types and patterns of drug use; and
- the response to these harms requires a multifaceted response."

“A harm minimisation policy approach recognises the clear recognition that drug use carries substantial risks, and that drug-users require a range of supports to progressively reduce drug-related harm to themselves and the general community, including families. This policy approach does not condone drug use.” (National Drug Strategy 2017-2026).

The College recognises that:

- the cohort for which it primarily caters (young students 16 to 25 years) are potentially high risk-takers, particularly in relation to the use of alcohol and other drugs;
- the use of alcohol and other drugs may increase risk-taking behaviours; and
- the misuse and abuse of drugs of any kind is harmful to individual health and community wellbeing.

The College recognises the importance of individual autonomy for residents in making their own informed decisions within a context of the provision of good information, the effective management of the College site and activity safety, and resident’s own legal, ethical and communal responsibilities.

1.2.1 Alcohol

The *Australian Guidelines to Reduce Health Risks from Drinking Alcohol* (MHRC 2020) outlines 3 guidelines:

1. “To reduce the risk of harm from alcohol-related disease or injury, healthy men and women should drink no more than 10 standard drinks a week and no more than 4 standard drinks on any one day. The less you drink, the lower your risk of harm from alcohol.

Following this guideline keeps the risk of harm from alcohol low, but it does not remove all risk.”

“This guideline applies to most healthy adults; however, there are some people who are at greater risk of alcohol-related harm. Those at greater risk include young adults aged 18-25 years, people aged over 60 years, people with mental or physical health conditions, people with a family history of alcohol dependence, and people who use illicit drugs or take medications that interact with alcohol.”

“This guideline does not apply to children and young people under the age of 18 years (who are covered in Guideline 2), or to women who are planning a pregnancy, or are pregnant or breastfeeding (who are covered in Guideline 3).”

2. “To reduce the risk of injury and other harms to health, children and people under 18 years of age should not drink alcohol.

There is no clear ‘safe’ level of alcohol consumption for children and people under 18 years of age. This is because of the increased risks of harm from alcohol for young people, including from injury and potential adverse effects on brain development.

Beginning alcohol use at an early age may also put young people at greater risk of longer term alcohol-related harms, including alcohol use disorders that tend to appear in early adulthood.”

3. “To prevent harm from alcohol to their child, women who are pregnant, planning a pregnancy or breastfeeding should not drink alcohol.”

“No safe level of alcohol consumption during pregnancy has been identified.”

The *National Alcohol Strategy 2019-2028* outlines 4 “priority areas of focus”:

1. “improving community safety and amenity”;
2. “managing availability, price and promotion”;
3. “supporting individual to obtain help and systems to respond”;
4. “promoting healthier communities”.

1.2.2 Tobacco

The goal of the *National Tobacco Strategy 2012-2018* is “to improve the health of all Australians by reducing the prevalence of smoking and its associated health, social and economic costs, and the inequalities it causes.”

“The objectives of the strategy are to:

- prevent uptake of smoking;
- encourage and assist as many smokers as possible to quit as soon as possible, and prevent relapse;
- reduce smoking among ... groups at higher risk from smoking, and other populations with a high prevalence of smoking;
- eliminate harmful exposure to tobacco smoke among non-smokers;
- reduce harm associated with continuing use of tobacco and nicotine products;
- ensure that tobacco control in Australia is supported by focused research and evaluation;
- ensure that all of the above contribute to the continued denormalisation of smoking.”

1.3 Legislation and Regulation

The College recognises that:

- the provision of alcohol to persons under 18 years of age is illegal except if supplied by a parent or legal guardian;
- alcohol may only be served and sold under the relevant legislative and regulatory provisions including relevant Liquor Licensing and Responsible Service of Alcohol requirements;
- the provision of tobacco to persons under 16 years of age is illegal;
- smoking is banned in a variety of public, semi-public and private spaces;
- the UQ St Lucia Campus is a non-smoking campus; and
- the use, possession, cultivation or trafficking of certain drugs is illegal.

2. Objectives

In the development and implementation of this policy, the College seeks to:

- provide a work, education and residential environment where alcohol, tobacco or other drug related harm is minimised;
- encourage and promote moderation and responsible attitudes towards the use of alcohol;
- provide a safe environment for the responsible consumption of alcohol;
- provide a smoke-free work, education and residential environment;
- encourage the reduction and cessation of tobacco use;
- provide a safe space for the consumption of tobacco which minimises the risk of any occurrence of “passive smoking” by another person;
- uphold a harm minimisation approach in relation to the use, possession, cultivation or trafficking of illicit drugs recognising the College’s legal, ethical and pastoral responsibilities and the context of the College’s finite resources;
- ensure that appropriate resources are available for education and action in relation to this policy, alcohol, drug and tobacco use, and associated issues, including referral processes and counselling services for addressing issues; and
- enhance the communal, collegial and caring focus of the College as a community.

3. Principles

3.1 General

1. The College has a pastoral, ethical and legal responsibility for the welfare of all persons associated with College environment and activities, and especially for any persons who may be deemed to be vulnerable for any reason.
2. These responsibilities must be managed within the College’s finite resources.
3. The College will adopt appropriate processes for managing the use of alcohol, tobacco and other drugs within its environment and activities. These procedures will be based on risk management and harm minimisation principles. They will involve both educational and behaviour management strategies.
4. Education on this policy and harm minimisation in relation to alcohol, tobacco and drugs will be included in resident (e.g. Orientation Week), student leader and staff inductions.
5. All College activities are risk managed through a variety of processes including Event Management Plans for major events where alcohol is served or sold.
6. All persons associated with the College including staff, residents, contractors, volunteers and visitors should observe local, state and federal laws in relation to using, possessing, giving or selling alcohol and/or other drugs.
7. All persons associated with the College including staff, residents, contractors, volunteers and visitors have obligations to comply with work health and safety legislation, policies and procedures to which this policy is related.
8. Unlawful, unhealthy, inappropriate and irresponsible use of alcohol and other drugs can have negative impacts on judgement, academic performance, physical and mental health, personal relationships, and safety—both of the user and those around them. It may also result in damage to property and equipment, disruption of College operations, and a negative effect on individual and corporate reputations.
9. All members of staff, contractors and voluntary workers should not be affected by alcohol or other drugs while conducting College business except as medically prescribed.
10. The staff and residents of the College are responsible for ensuring that other staff, contractors, residents or visitors under their direct supervision comply with this policy.
11. All members of the College community are strongly encouraged to be ethical bystanders if they are aware of unhealthy or inappropriate use of alcohol, tobacco or other drugs.

12. College staff will intervene when drug and/or alcohol related behaviours cause harm, or have the potential to cause harm, to individuals, the College community, property and equipment, College operations and/or reputation. Intervention may include but is not limited to one or more of the following:
- informal counselling about behaviour;
 - referral to a counselling service;
 - encouragement to voluntarily participate in an education or treatment program;
 - cancelling an event or dispersing a group;
 - confiscation for safe storage of alcohol, tobacco or drug supplies;
 - official written warning indicating behavioural requirements, and the consequences of further non-compliance;
 - fines for behaviours contravening the work health safety and environmental wellbeing of the College;
 - request for reimbursement for damage caused;
 - request to Student Club to remove a leader from their role;
 - prohibiting participation in certain College events;
 - prohibiting consumption of alcohol in a particular area of the College for a particular period of time;
 - suspension or dismissal as a staff member or College-appointed student leader;
 - termination of residency at the College;
 - termination of services as a Contractor;
 - referral of the matter to the police; and/or
 - legal action to recoup costs of any damage caused.

3.2 Alcohol

Alcohol may be kept and consumed by residents, staff, contractors, voluntary workers and visitors:

- in accordance with Australian and Queensland law;
- in the context of the College's risk management processes; and
- with regard to the welfare of the whole College community.

Alcohol may not be kept or consumed by residents, staff, contractors, voluntary workers or visitors under the age of 18 years.

Alcohol purchased or received by the College or the Student Club will be kept in a secure, locked location (e.g. storage area under the kitchen).

Individual residents are responsible for the secure storage of their own alcohol. Alcohol may be stored in residents' rooms.

The College will provide one secure storage place for personal alcohol supplies which may be used by individual residents on request.

Irrespective of where alcohol is stored, the College is not responsible for personal alcohol supplies as it is not responsible for other personal possessions.

Personal possessions left in common areas are left at the owner's own risk.

Alcohol should not be stored in generic containers such as water and/or soft drink bottles.

Alcohol stored in floor fridges should be clearly labelled as to the owner; and not take up unnecessary room (e.g. due to bulky packaging). Appropriately labelled and stored alcohol should not be interfered with by any other person except for reasons of cleanliness and safety.

Organised events where alcohol is involved will follow the event management processes of the College. An organised event is any event where residents and/or visitors are invited in advance and/or where more than 20 people may be gathering.

Organised events require the presence of at least one designated supervisor who has a blood level alcohol of zero for every 20 people, i.e. 2 supervisors are required for events where 21-40 people attend. Additional safeguards apply for larger events. Event management processes are developed and managed by College Administration in consultation with student leaders and/or function organisers where applicable.

Alcohol served or sold on site or at any College events will be served and/or sold under the appropriate Responsible Service of Alcohol (RSA) and Liquor Licensing provisions; UQ Colleges' Heads' Agreements and the guidelines of The University of Queensland where applicable.

College Administration and/or the Student Club may designate certain events (e.g. Orientation Week) as alcohol-free events for health, safety, risk management and enjoyment reasons.

The accommodation buildings of the College (Patterson, Fletcher and Lady Bray Wings) are areas for residents' quiet enjoyment including study and sleep. Consumption of alcohol should never interfere with other residents' quiet enjoyment of that space, especially as a result of excessive noise, untidiness, lack of hygiene or unruly guests. Guests of residents may consume alcohol under those same conditions; and provided the protocols for organised events are followed where applicable.

Alcohol may only be consumed in the indoor and outdoor common areas of the College, other than those in the accommodation buildings, during approved events or at the following times when spaces are available:

- a. Monday to Thursday 4.30 pm to 10.00 pm
- b. Friday to Sunday 3.00 pm to 10.00pm

Alcoholic beverages may be consumed at dinner in the Dining Room.

Alcohol is not permitted to be drunk in the Computer Lab, Gym, Music Practice Rooms or Prayer Room/Quiet Space.

Consumers of alcohol and organisers of events are responsible for leaving all common areas clean and clear of any personal possessions or rubbish.

Alcoholic drinking games are not permitted at any time on the College site or during College activities.

3.3 Tobacco

A designated smoking area is available on the College site.

Tobacco and any other nicotine products (e.g. electronic cigarettes) may only be used in the designated smoking area.

Staff may only smoke in the designated area during scheduled work breaks.

Where relevant, the College will support staff and residents in their efforts to reduce their use of tobacco and other nicotine products.

3.4 Other Drugs

The possession and/or use of drugs or medications, except when prescribed by a medical practitioner or otherwise permitted by law, is prohibited.

Over-the-counter and prescribed medications must be used as directed.

Anyone found possessing or having consumed drugs illegally will be:

- managed in a safe way for themselves and for others (including the use of emergency services as required);
- counselled in relation to the particular circumstances of their use when they are competent to engage in such a process; and

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- referred to relevant services as appropriate (including medical, psychological, other therapeutic services and the police).

Illegal supply of drugs to another person will be referred to the police.

The College reserves the right to terminate residency and/or employment (paid or voluntary) where drug use affects the ability for a person to fulfil their role, the welfare of the College community and/or the College is unable to provide the resources to manage the person's situation.

4. Document Control & Availability

4.1 Record of Versions

The following table of versions records the history of the issuing of this document. It is updated with every amendment of the document.

Versions are numbered by year and month (i.e. April 2013 is 1304).

This policy will be reviewed every 3 years.

The current policy was approved by Grace College Council on 10 May 2021 for implementation on 1 June 2021.

Version	Revision Details	Sections Affected	Revised by	Reviewed by Governance & Risk Management Committee	Approved by Council
1412	Full Revision	All	Monro	N/A	1 December 2014
1512	Minor Amendments	All			7 December 2015
1703	Minor Amendments	All			6 March 2017
1712	Minor Amendments	All			4 December 2017
2008	Minor Amendments	All	Subcommittee	30 July 2020	12 October 2020
2104	Major Revision	All	Monro	15 April 2021	10 May 2021

4.2 Availability

This document is available on the IT Network in S:/Grace College Operations Manual. This directory is accessible by all staff with computer access. Printed versions of the *Grace College Operations Manual* are also available in:

- the Principal's Office in Administration;
- the General Administration Office;
- the Head Chef's Office in the Kitchen;
- the Facilities Manager's Office in the Workshop;
- in the suite of the Senior Resident Assistant; and
- on each floor of the accommodation buildings in the kitchenette.

A copy of the *Grace College Operations Manual* is provided to the Grace College Student Club Executive through their President. This copy will be kept with the records of the Student Club Executive and passed on to subsequent Executives.

This policy is also published on the Grace College website (www.grace.uq.edu.au).

4.3 Issue Protocols

When a new version of this document is issued:

- an implementation date will be determined;
- the electronic version will be updated on the IT Network and the College website;
- all printed copies of the previous version will be withdrawn from access at the College;
- a printed copy and an electronic copy of the previous version will be archived;
- any annotations on printed copies of the previous version will also be archived; and
- printed copies of the new version will be issued as deemed appropriate by the Principal.