

## POLICY - DRUG AND ALCOHOL USE

<b>Policy Title:</b>	<b>Drug and Alcohol Use</b>
<b>Policy Type:</b>	<b>Constitutional Policy</b>
<b>Date:</b>	<b>04/09/17 (1)    13/01/2021 (2)    09/02/2022 (3)</b>

### Goals

The Bribie Island Community Arts Society Incorporated (BICAS) Policies and Procedures have been developed to support everyone participating at the Bribie Island Community Arts Centre (BICAC), including Board members, Society members, employees, volunteers, Working Together Group (WTG) participants, contractors, and the public (herein referred to as BICAS/BICAC participants). BICAS is committed to providing a safe, harassment and abuse free environment, and an enjoyable and safe Centre for all participants.

This Policy – Drug and Alcohol Use (herein the Policy) provides guidance for the management of drug and alcohol use within the Bribie Island Community Arts Society Inc. (BICAS) premises, the Bribie Island Community Arts Centre (BICAC), and/or at times and at all venues while representing BICAS.

### The Policy shows:

- our commitment to health and safety within the Centre, and to reducing the risks to the health and safety of all BICAS/BICAC participants;
- our commitment to complying with the requirements of the *Workplace Health and Safety Act 2011* and the *Workplace Health and Safety Regulations 2011*, especially those for drugs and alcohol; and,
- how BICAS will deal with anyone who is found to have breached the Policy.

**This Policy applies to everyone participating in BICAS/BICAC activities.**

### Introduction

The purpose of the Policy is to provide a clear understanding of the standard of conduct or behaviour that is expected when participating in any BICAS/BICAC activities. The Policy places an obligation on all BICAS/BICAC participants to take responsibility for their own conduct. To achieve this, copies of the Policy will be provided to all BICAS/BICAC participants to read. Participants are required to familiarise themselves with its contents and to provide signed acknowledgement of receipt and understanding of the Policy to BICAS.

### Application of the Policy

The Policy applies to all BICAS/BICAC participants. In applying the Policy you are to consider both the 'spirit' and 'content'. If you are in any doubt as to the meaning of the Policy or its application in any given situation, you should seek advice from the BICAS Board.

As a BICAS/BICAC participant, you have a responsibility to conduct yourself in a manner that will not undermine public and member confidence in the integrity of BICAS.

The BICAS Board is responsible for taking the appropriate action where a BICAS/BICAC participant breaches the Policy.

### **Definition**

Drug and alcohol use is defined as the purchase, distribution, and/or use of alcohol and drugs, including legal prescription medication which may impair a person's ability to participate safely at BICAC. Drug and alcohol use can affect a person's ability to participate safely and can create a risk to all BICAS/BICAC participants.

### **Responsibilities**

All BICAS/BICAC participants will abide by the laws of the State of Queensland in relation to the purchase, distribution, and/or use of alcohol and drugs. No one participating at BICAS/BICAC must drink alcohol or use drugs on BICAS premises, except:

- for legitimate medical reasons: You must notify your direct supervisor or Venue Manager if prescribed medication is likely to affect your behaviour and therefore work health and safety. Your direct supervisor or the Venue Manager may assign you to other duties or make recommendations for your safety and for the safety of others; and,
- at BICAS social events: This is dealt with in more detail under Social events in this Policy below.

Every participant at BICAS/BICAC must ensure that they are not, by the consumption of drugs or alcohol, in such a condition as to endanger their own safety or that of others while on BICAS premises. This includes not coming into BICAC if, after drinking or using drugs in their social time, their ability to participate safely remains impaired.

A Supervisor, the Venue Manager, or a Board Member must, if they have reasonable grounds for believing that a participant is incapable of safely participating or may be a risk to others due to the effects of drugs or alcohol, arrange for them to be removed safely from the BICAS/BICAC premises.

### **Disciplinary action**

If anyone is found to breach this policy, they will be dealt with formally. They may be issued with a warning and sent home, or immediately suspended from participating at BICAS/BICAC. If they are employed by BICAS they may be face formal dismissal procedures.

### **Social events**

Responsible social events where alcohol can be consumed can be held at BICAC. These may include exhibition openings, member social gatherings and Christmas parties. To ensure everyone's safety at these events:

- everyone is expected to act responsibly; and,
- non-alcoholic drinks and food will be also be provided.

### **Responsibility to identify and report**

It is the responsibility of all BICAS/BICAC participants to immediately report any suspected inappropriate alcohol or drug use, including the purchase of, distribution

and/or use by any other BICAS/BICAC participant to their direct supervisor, the Venue Manager, or where not appropriate, a BICAS Board Member.

### **Where to from here?**

If, after reading the Policy you are unsure about your obligation in general or in relation to a specific situation, you should discuss this initially with your direct supervisor or the Venue Manager.

If you have concerns about approaching your direct supervisor or the Venue Manager you should make direct contact with a BICAS Board member or by writing to the Board Secretary who will pass your concerns onto the Board. The Board will be able to provide you with guidance and advice on the appropriate steps to follow to resolve your concerns.

### **COMMUNICATING THIS CODE**

This Policy shall be available on BICAS premises.

All BICAS/BICAC participants and others affected by our business or undertakings will be provided with a copy to read on commencement and have an opportunity to discuss the Policy at Induction Training.

### **REVIEW**

This Policy will be reviewed annually during the BICAS Work Health and Safety Audit Program, through consultation with Board Members, employees, members and volunteers, or when legislative requirements change, or in the event of a breach incident.

### **VARIATIONS**

BICAS reserves the right to vary, replace or terminate this Policy.

### **VERSION AND REVISION INFORMATION**

Policy Authorised by: Robert Hamilton

Original issue: /03/2017

Title: BICAS CHAIRPERSON

Policy Maintained by: Julie Thomson

Current version: Version 3

Title: Venue Manager



Date: 09/02/2022

Version 3 Authorized by: Carolyn

Next review date: 09/02/2023

Wheeler

Title: BICAS Chairperson

Approved by Board 09/02/2022

**BICAS POLICY - DRUG & ALCOHOL USE DECLARATION**

I, (Employee, Volunteer, etc., – please print)

....., have read, understand and agree to abide by the Bribie Island Community Arts Society Inc.'s (BICAS) Policy – Drug and Alcohol Use, and I understand that such adherence is a condition of my employment, volunteer work, contract work, and/or any other participation in BICAS/BICAC activities. I understand that a violation of the BICAS Policy – Drug and Alcohol Use, may be grounds for termination from BICAS/BICAC participation; as a volunteer; or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BICAS/BICAC PARTICIPANT ACKNOWLEDGEMENT**

I acknowledge:

- that I have read a copy of the BICAS Policy – Drug & Alcohol Use;
- that I should comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply

Your name:                      Please Print  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_