

## Purpose

Barwon Health is committed to the responsible serving and use of alcohol at Barwon Health functions. These guidelines seek to ensure that, where alcohol is served at Barwon Health functions, it is done so in a safe manner that:

- ensures consistency with the Barwon Health Code of Conduct.
- ensures the safety of individuals attending Barwon Health functions and the general public.

It also takes into account the changing cultural and judicial environment and responsible serving guidelines in the community.

## Target Audience

These guidelines apply to all Barwon Health staff including temporary and locum staff, contractors, volunteers and students.

## Definition

N/A

## Guideline

These guidelines apply to all Barwon Health functions where alcohol is served. Barwon Health shall assume responsibility for such functions and ensure the guidelines are observed.

For any Barwon Health function where alcohol is to be served, the person responsible for that function will implement the guidelines. This will include:

- communicating the relevant guideline requirements to those attending or involved in the function, including staff members, caterers and those responsible for logistics at hotels, conference centres etc; and
- overseeing serving of alcohol during the event to ensure serving practice is in line with the guidelines.

[Guideline for the safe serving and use of alcohol at Barwon Health functions](#) (page 3)

[Responsible serving of alcohol Checklist for function organiser](#) (page 4)

[Responsible use of alcohol Checklist for employees participating in Barwon Health functions](#) (page 5)

[Standard drink and support services](#) (page 6)

## Evaluation

The guideline will be evaluated through regular document revision and review of incidents involving alcohol or drugs (RiskMan) as well as ongoing monitoring of how incidents are managed.

## Key Aligned Documents

[Code of Conduct Policy](#), PROMPT, Barwon Health \ Workforce \ HR

[Employee Code of Conduct](#), PROMPT: Barwon Health \ Workforce \ HR

[Employee Health and Wellbeing Policy](#), PROMPT: Barwon Health \ StaffCare \ Workforce and Culture

[Staff Use of Alcohol & Other Drugs Policy](#), PROMPT: Barwon Health \ StaffCare \ Workforce and Culture

[Staff Use of Alcohol and Other Drugs Procedure](#), PROMPT: Barwon Health \ StaffCare \ Workforce and Culture

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## Key Legislation, Acts & Standards

Occupational Health and Safety Act 2004 (VIC). Version No. 031. Version incorporating amendments as at 1 March 2019. Retrieved April 1, 2019 from [http://www7.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\\_act/ohasa2004273/](http://www7.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/ohasa2004273/)

Road Safety Act 1986 (VIC). Version No. 192. Version incorporating amendments as at 14 March, 2019. Retrieved April 1, 2019 from [http://www9.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol\\_act/rsa1986125/](http://www9.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/rsa1986125/)

## References

Australian Drug Foundation 2014. Alcohol and the workplace: Fact Sheet. Retrieved April 1, 2019 from <https://adf.org.au/wp-content/uploads/2016/10/Alcohol-and-the-workplace-1.pdf>

Australian Government, Department of Health. (2012). Australian Guidelines to Reduce Health Risks from drinking alcohol. (Note new guidelines are expected to be released in 2020) Retrieved April 1, 2019 from <http://www.alcohol.gov.au/internet/alcohol/publishing.nsf/Content/guidelines>

VicRoads. (2019). Drink-driving penalties. Retrieved April 1, 2019 from <https://www.vicroads.vic.gov.au/safety-and-road-rules/road-rules/penalties/drink-driving-penalties>

Victoria State Government, Better Health Channel. (2018). Alcohol. Retrieved April 1, 2019 from <https://www.betterhealth.vic.gov.au/healthyliving/alcohol>

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# Guidelines for the safe serving and use of alcohol at Barwon Health functions



Barwon Health is committed to the responsible serving and use of alcohol at Barwon Health functions. This commitment is founded on:

- the safety needs of individuals attending the function and those of the general public; and
- consideration for those who choose not to use alcohol, as well as those whose lives are affected by the misuse of alcohol and those who experience difficulty in their personal use of alcohol.

It also takes into account the changing cultural and judicial environment and responsible serving guidelines in the community.

These guidelines apply to all Barwon Health functions where alcohol is served. Barwon Health shall assume responsibility for such functions and ensure the guidelines are observed.

For any Barwon Health function where alcohol is to be served, the person responsible for that function will implement the guidelines. This will include:

- communicating the relevant guideline requirements to those attending or involved in the function, including staff members, caterers and those responsible for logistics at hotels, conference centres etc; and
- overseeing serving of alcohol during the event to ensure serving practice is in line with the guidelines.

## Principles:

The following principles guide the planning and hosting Barwon Health functions when alcoholic beverages are served.

1. Alcohol is not essential to any Barwon Health function.
2. The use of alcohol is a personal choice. No one should feel pressured to either drink or not drink, and must not be made to feel uneasy or embarrassed as a result of their choice.
3. Barwon Health will actively promote responsible drinking.
4. The Barwon Health Staff Use of Alcohol and Other Drugs Policy shall be observed at all times (i.e., no return to work if under the influence of alcohol or other drugs).
5. Barwon Health shall encourage those who intend to consume alcohol at functions to arrange safe transport options.

In addition, professional responsible behaviour and good judgement is expected when representatives of Barwon Health are present at functions sponsored by another organisation where alcohol is available.

# Responsible serving of alcohol

## Checklist for function organiser

The person responsible for organising an event where alcoholic beverages are served is accountable for ensuring that alcohol is served in a manner consistent with the guidelines, including:

- Ensuring that no event is promoted in a manner that encourages excessive or unlawful drinking or provides incentive for a person to drink more rapidly than their normal drinking habit.
- Ensuring an adequate variety and supply of non-alcoholic beverages is visibly available and presented in a manner that is equally appealing as beverages containing alcohol.
- Ensuring that attractive, nourishing and inexpensive snacks or light meals are available whenever alcohol is served. Snacks and light meals do not include potato chips, nuts and other high salt foods that are likely to increase thirst and promote excessive drinking. (refer also the Healthy Eating Policy)
- Ensuring individuals who have been engaged to serve alcohol are trained in the responsible service of alcohol by a Liquor Administration Board recognised alcohol service course provider. Persons engaged to serve alcohol are not to consume alcohol while so engaged.
- Ensuring those serving alcohol adhere to strict serving guidelines, including:
  - ✓ measuring correct amounts of liquor in drinks (no doubles);
  - ✓ not serving individuals who appear to be either intoxicated or impaired;
  - ✓ not automatically refilling glasses;
  - ✓ not serving alcohol to minors; and
  - ✓ offering non-alcoholic beverages.
- Ensuring no contract is made with a caterer that would require the supply of a minimum amount of liquor.
- Specifying how long liquor will be served for or what time the function will cease; ensuring the bar is closed at least an hour before the end of the event; and ensuring non-alcoholic beverages (e.g. coffee, tea, soft drinks) are available at that time.
- Where possible and appropriate, providing alternative appealing activities to drinking including an attractive environment, which is conducive to talking, relaxing and socialising.
- Ensuring that alcohol is not provided as a gift or form of recognition for speakers or organisers.
- If guests are charged a fee, ensuring the price of admission and food is separated from the cost of drinks. Barwon Health will not force non-drinkers to share the cost of alcoholic beverages.
- Ensuring safe transport home for guests who have had too much to drink.

# Responsible use of alcohol

## Checklist for staff participating in Barwon Health functions

Barwon Health staff are required to observe the Safe Serving and Use of Alcohol Guidelines and the Barwon Health Staff Use of Alcohol and Other Drugs Policy. In particular, staff should note that:

- The use of alcohol is a personal choice. No one should feel pressured to either drink or not drink, and must not be made to feel uneasy or embarrassed as a result of their choice.
- Barwon Health encourages staff who choose to drink alcohol to do so responsibly, and to be mindful of their safety and the safety of others. Be alert to the following tips:
  - ✓ Set a limit for yourself and stick to it
  - ✓ Drink slowly
  - ✓ Start with a non-alcoholic drink and alternate alcoholic and non-alcoholic drinks
  - ✓ Try drinks with a lower alcohol content
  - ✓ Eat before or while you are drinking
  - ✓ Avoid drinking games
  - ✓ If you do participate in rounds of drinks, try to include some non-alcoholic drinks
  - ✓ Don't allow your glass to be "topped up"
  - ✓ Arrange safe transport home
  - ✓ Look after your mates
- If anyone is aware that a guest has had too much to drink he/she should contact the person responsible for overseeing the function. That person should attempt to provide supervised transportation home for that person. If in doubt about a guest's condition that person will be discouraged from driving. If the nominated person is not available, then individuals should attempt to provide supervised transportation.
- In line with the Barwon Health – Staff Use of Alcohol and Other Drugs Policy, a staff member must not return to work if under the influence of alcohol or other drugs.
- Professional responsible behaviour and good judgement is expected when representatives of Barwon Health are present at functions sponsored by another organisation where alcohol is available.

And remember, the Australian Guidelines to reduce the health risks from drinking alcohol.

- ✓ To reduce the risk of alcohol-related harm over a lifetime – healthy men and women should drink **no more than TWO standard drinks on any day.**
- ✓ To reduce the risk of alcohol related injury on a single occasion, healthy men and women should drink **no more than FOUR standard drinks on a single occasion.**

**For more information see the Barwon Health - Staff Use of Alcohol and Other Drugs Policy on PROMPT**

# Standard Drink Guide & Support Services



**1.1** 285ml  
**1.6** 425ml  
Full Strength Beer  
4.9% Alc./Vol



**0.8** 285ml  
**1.2** 425ml  
Mid Strength Beer  
3.5% Alc./Vol



**0.6** 285ml  
**0.9** 425ml  
Light Beer  
2.7% Alc./Vol



**1.5**  
375ml  
Full Strength Beer  
4.9% Alc./Vol



**1**  
375ml  
Mid Strength Beer  
3.5% Alc./Vol



**0.8**  
375ml  
Light Beer  
2.7% Alc./Vol



**1.5**  
375ml  
Pre-mix Spirits  
5% Alc./Vol



**1.2**  
300ml  
Pre-mix Spirits  
5% Alc./Vol



**1**  
30ml  
Spirit Nip  
40% Alc./Vol



**22**  
700ml  
Bottle of Spirits  
40% Alc./Vol



**1**  
30ml  
Spirit Shot  
40% Alc./Vol



**1**  
60ml  
Port/Sherry  
Glass  
20% Alc./Vol



**1.5**  
170ml  
Average Serve of  
Sparkling Wine/  
Champagne  
11.5% Alc./Vol



**1.5**  
150ml  
Average Serve  
of Wine  
12.5% Alc./Vol



**7.5**  
750ml  
Bottle  
of Wine  
12.5% Alc./Vol

## About Standard Drinks

A standard drink contains 10 grams of pure alcohol.

Drink serving sizes are often more than one standard drink. There are no common glass sizes used in Australia.

The label on an alcoholic drink container tells you the number of standard drinks in the container.

## For more information and assistance:

### Barwon Health

StaffCare Service – Confidential advice and counselling is available from our internal EAP. Tel (03) 4215 3220

Your local doctor, other health professional should be able to provide you with confidential advice or refer you to a more appropriate service.

DirectLine is a 24-hour telephone and online counselling and referral service for people in Victoria wanting help with alcohol or other drug related issues. Tel. [1800 888 236](tel:1800888236)  
<https://www.directline.org.au/>

Counselling Online offers free alcohol and drug counselling online 24 hours a day, 7 days a week. Visit [counsellingonline.org.au](http://counsellingonline.org.au).

For more information see the Barwon Health Staff Use of Alcohol and Other Drugs Policy and the StaffCare Onepoint site