

 <p>St Martin's College</p> <p>Building hope and faith</p>	<p style="text-align: center;">ALCOHOL & DRUG USE</p> <p>Date Approved by Board: 1st December 2006</p> <p>Updated: 14th August 2015</p>
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Policy

The college is committed to providing an environment for both staff and students that is safe and where individuals are not at risk from other people under the influence of drugs and alcohol. The college is also committed to providing an environment that is free from the effects of passive and direct smoking. The Policy should be read in conjunction with CSU's Policies on *Alcohol and Other Drugs* and *Smoking in the Workplace*, which can be found in the CSU Policies Library <http://www.csu.edu.au/about/policy>

Procedures

1. Smoking by staff and students of St Martin's College is banned in all buildings, building surrounds, near open doorways and windows, as well as near air conditioning intakes. Smoking is also prohibited in or adjacent to car parks and/or on or adjacent to walkways. "Adjacent to" means that smoking must not occur in any area where it will impact people walking by or where smoke will drift inside buildings.
2. Visitors are to be advised that all college buildings are non-smoking.
3. Smokers shall be responsible for the safe and tidy disposal of their own ash and butts.
4. Alcohol is not to be consumed by employees in the college during working hours.
5. Alcohol use by students is to reflect responsible drinking practices. No "Keg" parties or "punch" parties are allowed on campus. No promotional activities offering inducements or encouraging the drinking of alcohol as their main activity are allowed. Activities that encourage excessive consumption of alcohol, rapid intoxication including alcoholic drinking games and competitions are banned. Excessive alcohol use and drunkenness will result in disciplinary procedures being enacted.
6. Students are required to complete an "Application & Risk Assessment Form for Student Accommodation-Related Events Involving Alcohol or 5 or more people" for any gathering of 5 or more people or any gathering where alcohol will be served.
7. Organisers of any College organised event involving alcohol should ensure that a Risk Assessment is completed, ensure compliance with RSA requirements, ensure that non-alcoholic drinks including water are available, and ensure that appropriate food that does not encourage further drinking is available.
8. With the exception of legal/prescription drugs the college is a drug free environment.
9. Use or sale of illegal drugs by students will result in disciplinary procedures being enacted and the likely expulsion of the resident from the college and such use or presence of illegal substances will be reported to the police as required by law.
10. Employees are not to attend work if they are under the influence of alcohol or drugs.

11. Employees should be aware that in some circumstances, legal drugs may also affect your performance at work and therefore this should be taken into consideration as it could place residents or other employees at risk.
12. Information on alcohol, tobacco and drug health risks and *Quit* courses will be made available as required.
13. Persons with symptoms of alcohol and/or drug abuse should be encouraged to discuss personal or work related problems with the Head of College, or seek support from student services or the University Employee Assistance Program, both of which are CSU programmes available to students and staff of CSU.
14. Drug and alcohol abuse are treatable conditions.
15. It is the Head of College's responsibility to ensure that drug and alcohol policies and procedures are implemented.