



Guidelines For The Responsible Use Of Alcohol At Social Functions

The Construction & Other Industries Drug & Alcohol Program is committed to the responsible serving and use of alcohol at industry functions. This commitment is founded on the safety needs of individuals attending the function and the general public, the consideration for those who do not choose to use alcohol; 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 judicial environment.

A nominated person agreed upon by both management and workers will have the responsibility of overseeing any function where alcohol is served. That person will be responsible to brief those attending the function, staff members, caterers and those responsible for logistics at hotels, conference centres etc, about this policy.

These guidelines are to assist in the planning and hosting of industry functions when alcoholic beverages are served. These guidelines should be endorsed by your company and/or its Consultative Committee and implemented. The guidelines are as follows:-

- 1) Alcohol is not essential to any function.
- 2) The use of alcohol is a personal choice. No one should feel pressured to either drink or not to drink, certainly they must not be made to feel uneasy or embarrassed as a result of their choice.
- 3) The Construction & Other Industries Drug & Alcohol Program policy shall be observed at all times, i.e. no return to work if dangerously affected by alcohol or other drugs.
- 4) The Company/Organisation shall encourage those who intend to consume alcohol at functions to use public transport.
- 5) The person responsible for organising any event where alcoholic beverages are served is accountable for ensuring that alcohol is served in a manner, which accounts for its potential to affect both health and safety.

- (a) An adequate variety and supply of non-alcoholic beverages shall always be visibly available. They should be presented in as appealing a manner as beverages containing alcohol.
- (b) Food such as non-salty snacks and hors d'oeuvres shall be provided with alcoholic beverages.
- (c) Bartenders or those responsible for mixing and serving drinks shall be instructed to use moderate to light amounts of liquor. Bartender must adhere to strict serving guidelines;
 - measure correct amounts of liquor in drinks, no doubles
 - do not serve individuals who appear to be either intoxicated or impaired
 - do not serve minors
 - offer non-alcoholic beverages
- (d) No contract shall be made with a caterer that would require the supply of a minimum amount of liquor.
- (e) The Company/Organisation shall specify how long liquor will be served or what time the function will cease. The Bar should close promptly at the end of the specified period.
- (f) Permit individuals either to accept or decline an alcoholic beverage. Avoid assumptions about what people want to drink at meals.
- (g) Where wine is served it shall be as a complement to the meal and served in moderation. Non-alcoholic choices should be offered (ie wine not automatically provided).
- (h) The Company/Organisation shall assume responsibility for the function and take steps to see that these guidelines are observed.
- (i) The bar shall be closed at least an hour before the end of the event and non-alcoholic beverages, ie coffee, tea, soft drinks and dessert shall be available at that time. Efforts will be made to provide alternative attractive activities to drinking by providing an attractive environment, which is conducive to talking, relaxing and socialising.
- (j) If guests are charged a fee, the price of admission and food shall be separated from the cost of drinks. The Company/Organisation should not force non-drinkers to share the cost of alcoholic beverages.

6. If anyone is aware that a guest has had too much to drink, he/she should contact the nominated person responsible for overseeing the function. The nominated person should attempt to provide supervised transportation home for that person. If in doubt about a guest's condition the person will be discouraged from driving. If the nominated person is not available then individuals should attempt to provide supervised transportation
7. Professional responsible behaviour and good judgement is expected when representatives of the Company/Organisation are present at functions sponsored by another organisation where alcohol is available.

If your company and/or Consultative Committee would like a presentation in respect of this policy, the Drug and Alcohol Program or other related matters, please contact the Construction & Other Industries Drug & Alcohol Program on (08) 8373 0122 or 0418 847 180.



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