

Alcohol and Other Drugs

Date of approval	16 February 2026	Approved by	Senior Executive Team (SET)
Date of effect	16 February 2026	Review date	28 February 2029
Relates to	Work Health and Safety Policy	Version	v1 2026
Responsible Owner	Director People and Culture		
Functional Manager	Director People and Culture Manager Student Services (for issues relating to students)		

1. Purpose

Batchelor Institute has a duty of care under the Northern Territory *Work Health and Safety (National Uniform Legislation) Act 2011* (WHS Act) to protect the health and safety of staff, students, contractors and authorised visitors.

This policy explains:

- Everyone's responsibilities relating to alcohol and other drugs,
- The Institute's legal obligations under NT and Commonwealth law, and
- What behaviour is expected to keep our campuses safe, inclusive and productive

Alcohol and other drugs — including prescription and over-the-counter medicines — can affect health, safety, judgement and performance. The Institute is committed to providing a healthy, safe, inclusive and respectful environment that discourages illegal and inappropriate use of alcohol and other drugs.

2. What this policy aims to do

This policy aims to:

- Provide a safe and healthy environment for work, study and visits,
- Meet obligations under the WHS Act, *Misuse of Drugs Act 1990*, *Criminal Code Act 1983*, and other relevant laws,
- Set clear standards of behaviour that reflect Institute values,
- Reduce harm associated with alcohol and other drug use,
- Support staff and students who need help,
- Protect Institute people, property and reputation,
- Ensure events and activities are inclusive of people who choose not to consume alcohol or other drugs (including tobacco).

3. Who this policy applies to

This policy applies to:

- All staff,
- All students, and
- Contractors and authorised visitors.

It applies to:

- All Institute premises and facilities,
- All Institute activities and events, and
- Any activity where a person is representing, or could reasonably be seen as representing, the Institute (on or off campus including conducting activities on remote communities).

4. Institute responsibilities

The Institute is responsible for:

- Providing a safe and healthy workplace and learning environment,
- Preventing or minimising harm caused by alcohol and other drugs,
- Protecting Institute property and reputation,
- Meeting all legal responsibilities related to the **Responsible Service of Alcohol (RSA)**,
- Adhering to community prohibition arrangements, and
- Ensuring events and activities are inclusive of people who do not drink alcohol or use other drugs.

If alcohol or drug use puts people (staff, students, general public) at risk, the Institute may:

- Direct a person to stop work or study immediately,
- Take steps to protect those affected, or
- Provide information to Police or other authorities where required by law.

The Institute does not accept alcohol or drug use as an excuse for inappropriate behaviour or poor performance.

5. Alcohol-free campuses and approvals

Institute campuses are alcohol-free for work and study.

Alcohol may only be allowed on Institute premises if:

- The Chief Executive Officer (or delegate) gives a **one-off written approval**, and
- All required permits or licences are obtained under the *Liquor Act 2019* (NT).

6. Alcohol and drug limits

The Institute sets limits to determine whether a person is affected by alcohol or drugs.

- In office and general campus environments, staff and students must meet community expectations for sobriety.
- For field work, the alcohol limit is **0.0 BAC**.

Field work includes:

- Any work or study outside an office or classroom,
- Clinical teaching,
- Construction, installation or building activities, or
- Use of machinery, equipment or vehicles.

7. Drug and alcohol testing

The Institute may require drug and alcohol testing in the following situations:

Pre-employment testing

- Job applicants may be tested before starting work.
- Testing will be carried out by approved providers.

Post-incident or reasonable suspicion testing

- Staff may be required to be tested following an incident, or
- Where there is reasonable concern they are impaired at work.

Refusing a lawful and reasonable test may lead to disciplinary action.

If a person is taking prescribed or over-the-counter medication:

- This will be handled confidentially,
- It will not automatically result in disciplinary action, and
- A risk assessment may be required to determine if work or study can continue safely. All information disclosed will be treated confidentially.

8. Events involving alcohol

The Institute does **not** hold a liquor licence.

Staff organising Institute events involving alcohol must:

- Seek approval from the appropriate Institute authority at least 30 days before the event,
- Assess and manage risks associated with the event,
- Comply with the Liquor Act 2019 and RSA requirements,
- Use licensed caterers where required, and
- Notify Institute security if alcohol will be available on campus.

At events where alcohol is present:

- Alcohol must not be served to anyone under 18,
- Alcohol must not be served to intoxicated persons,
- Non-alcoholic drinks, including water, must be available,
- Alcohol may only be consumed in approved areas,
- Events must be inclusive and welcoming to people who choose not to drink,
- RSA-trained staff must be present where required, and
- Alcohol may only be sold at licensed events.

9. Support and assistance

The Institute aims to reduce harm by:

- Providing education and awareness about risks,
- Minimising hazards linked to alcohol and drug use,
- Encouraging a culture where being impaired at work or study is not acceptable, and
- Supporting early intervention and help-seeking.

Support includes:

- Training and information sessions,
- Access to counselling and rehabilitation services, and
- The Employee Assistance Program (EAP) for staff and their immediate family members.

Staff are encouraged to self-disclose alcohol or drug issues.

Self-disclosure will be treated confidentially and will not result in penalties.

10. Responsibilities

10.1 Staff responsibilities

Staff must:

- Act ethically and lawfully at all times, in line with Batchelor Institute policies and procedures, including the **Staff Code of Conduct**, and relevant legislation such as work health and safety, alcohol and drug, and criminal laws.
- Behave professionally and responsibly whenever they are representing Batchelor Institute, whether on or off campus and whether during or outside normal working hours.
- Not attend work while under the influence of alcohol or other drugs.
- Only consume alcohol at work-related social events if it does not affect their own health or safety, the safety of others, or their work performance. Staff members also must not damage the reputation or standing of the Institute due to their consumption of alcohol at work-related social events.

- Inform their supervisor before starting work if they are taking prescription or over-the-counter medication that may affect their judgement, behaviour or ability to work safely.
- Not consume alcohol or other drugs before reporting for duty where this could affect work performance or the health and safety of themselves or others.
- Raise concerns with an authorised officer if they reasonably believe that a colleague or student is under the influence of alcohol or other drugs and presents a risk to themselves or others. This information must be shared confidentially and only with the authorised officer.
- Not operate machinery, equipment or drive an Institute vehicle while under the influence of alcohol or other drugs.
- Take reasonable steps to ensure that students under their supervision do not operate machinery, equipment or vehicles while affected by alcohol or other drugs.
- Comply with the *Liquor Act 2019* and Institute requirements when organising events where alcohol is available, and ensure events are inclusive and promote responsible and safe behaviour.
- Understand that behaviours linked to alcohol or drug use - such as slurred speech, poor coordination, aggression, intimidation or impaired judgement - that place others at risk may result in disciplinary action.
- Conduct themselves appropriately at all times and encourage respectful and acceptable behaviour in others. Within the scope of their role, staff are responsible for addressing inappropriate behaviour by students or colleagues.
- Staff behaviour must not create a safety risk, for themselves or others. Such behaviour may result in disciplinary action.

10.2 Student responsibilities

Students must:

- Act ethically and lawfully in line with Batchelor Institute policies and procedures, including the **Student Code of Conduct**, and relevant legislation.
- Understand that alcohol and other drugs can negatively affect their health, safety and academic performance.
- Not attend classes, workshops, laboratories, placements or excursions while affected by alcohol or other drugs.
- Comply with directions from an authorised officer to stop academic or training activities if they are reasonably believed to be impaired.
- Take reasonable care and maintain acceptable standards of behaviour while on Institute premises and when representing Batchelor Institute, including at events, off-campus learning activities, exchanges, international programs and sporting events.
- Ensure they are not impaired by alcohol or other drugs when participating in or representing the Institute.
- Understand that behaviour which affects the safety, wellbeing or learning of others may result in disciplinary action under the **Student Code of Conduct** and related by-laws.
- Not use Institute funds provided to student groups to purchase alcohol or other drugs.

10.3 Managers' responsibilities

Managers must:

- Monitor compliance with this policy,
- Act promptly if impairment is suspected,
- Ensure staff and students understand this policy, and
- Report emerging risks through health and safety channels.

10.4 Contractors and visitors

Contractors, authorised visitors and other members of the Batchelor Institute community who are not staff or students must:

- Act lawfully and appropriately in line with this policy and Institute expectations.
- Not attend Institute premises, facilities or functions while under the influence of alcohol or other drugs.
- Understand that breaches of this policy may result in removal from campus, referral to Police, or other appropriate action.

10.5 Alcohol-Protected or Restricted Areas

- Staff, students and Institute contractors must not consume, possess or transport alcohol in alcohol-protected or restricted areas while representing Batchelor Institute or carrying out Institute business.
- This includes transporting alcohol in Institute or personal vehicles while on duty.
- Where alcohol use is permitted in a protected area, the appropriate permit must be obtained before the activity occurs. A copy of the permit should be registered with the appropriate Director and kept by the organiser and person in charge of the event.

10.6 Gender-Based Violence (GBV) Aware Safety Clause

Batchelor Institute recognises that the misuse of alcohol and other drugs can increase the risk of gender-based violence, sexual harm, harassment, intimidation and other unsafe behaviours. Accordingly:

- Being under the influence of alcohol or other drugs is not an excuse for behaviour that is disrespectful, harmful, coercive or unsafe.
- Staff, students and visitors must not engage in behaviour that makes others feel unsafe, intimidated, harassed or at risk.
- Where alcohol or other drug use contributes to behaviour that may constitute gender-based violence or sexual harm, the Institute will take immediate action to protect those affected and respond in line with its Gender-Based Violence Prevention and Response Framework, Codes of Conduct, and applicable legislation.
- Responses will prioritise safety, dignity, confidentiality and trauma-informed practice.

11. Non-compliance

11.1 Breaches of this policy may result in:

- Direction to stop work or study immediately,
- Disciplinary action under relevant Codes of Conduct,

- Monetary penalties where permitted, or
- Referral to Police or other authorities where laws may have been breached.

11.2 All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure and Guideline.

12. Acronyms & Terms

Acronym/Term	Definition/Description
Staff	Means individuals who are employed or engaged, by or for the Institute, and whether for reward or on a voluntary basis. It includes adjuncts, volunteers, contractors and individuals employed by contractors within or outside the Northern Territory. Contractors do not include trade contractors such as those employed by facilities or campus operations.
Intoxication or intoxicated	A person is considered to be intoxicated if: • Their speech, balance, co-ordination or behaviour is noticeably affected; and • It is reasonable, given the situation, to believe that this is due to the consumption of alcohol, illegal or illicit substances.
Manager	Any staff member who has work responsibility for other staff or students.
RSA	Responsible Service of Alcohol
Study	Also includes education and training whether in a campus or classroom environment or elsewhere.
WHS	Work Health and Safety

13. Supporting Documents

- Staff Code of Conduct,
- Student Code of Conduct,
- Student Conduct in Residence Guideline,
- Batchelor Institute Union Enterprise Agreement, and
- Institute Contract of Employment.

14. Related documents

- *Liquor Act 2019,*
- *Medicines, Poisons and Therapeutic Goods Act 2012,*

- *Misuse of Drugs Act 1990,*
- *Work Health and Safety (National Uniform Legislation) Act 2011 (NT),*
- *Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT),*
- *Fair Work Act 2009, and*
- *National Higher Education Code to Prevent and Respond to Gender-based Violence 2025.*

15. Modification history

Date	Version	Authority	Sections modified/ Details
December 2015	1	EMG	New Policy
September 2016		Senior Policy Officer	In the title change EMG to SMC. Add the word intoxicated to section 3.6 second dot point to provide clarification. Add the definition of intoxication & intoxicated to sect 5.
June 2020	v1 2020	Senior Policy Officer	Policy Owner transferred back to Director HR&WHS
February 2026	v1 2026	SET	Revision of policy

16. Feedback

If you have any comments or feedback about this Policy, please contact the Director People and Culture.