

Alcohol and Drug Policy and Procedure

Purpose and Scope

Lead Institute stands firmly against the use of drugs and alcohol on its premises and by any persons, including staff, students, and contractors, during its hours of operation.

It is felt that a zero tolerance in this regard is in the best interest of all parties and will contribute to ensuring Lead Institute's compliance with all state and national legislation associated with such behaviour.

Policy

Students who are suspected of being under the influence of drugs or alcohol will not be permitted to attend class or practical placement. Staff members who are suspected of being under the influence of drugs or alcohol will not be permitted to attend their normal work activities.

Lead Institute will endeavour to educate both staff and students about the potential harm and lifelong effects of consistent drug and alcohol abuse and in turn, endeavour to promote healthy lifestyle habits and practices.

Lead Institute's policy on alcohol and drug use is clearly stated in the Student Handbook and is addressed in the corporate induction process. In both instances, participants are asked to sign off on their understanding of this and other Lead Institute policies and procedures.

Lead Institute will promote organisations known to be subject matter experts in this regard and will supply suitable reference material to students and staff alike.

Procedure

- Any person who suspects that a Lead Institute staff member or student may be intoxicated and of potential harm to fellow students or staff members should contact the first line of authority. For students, this is their trainer. For staff members, this is their supervisor. If the first line of authority is unavailable, endeavour to contact Lead Institute's Chief Executive Officer.
- The nominated authority is to then, where safe and appropriate, escort the intoxicated individual from the premises.
- Lead Institute's Chief Executive is to be notified immediately after the event.
- Details of the incident and all witness accounts are to be recorded as soon as is practicable.
- In the context of the offender is a student, Lead Institute may request that the student be transferred to an alternative provider and will support this process as necessary. Where the staff member is the offender, Lead Institute's Chief Executive Officer will arrange a consultation between both parties so that a resolution may be negotiated that is agreeable to all concerned and will assist everyone involved moving on from the event.
- Police will be contacted where it is determined that there is a severe risk of damage to any persons or property.