
Title **RESPONSIBLE SERVICE OF ALCOHOL**

TARGET AUDIENCE

All Alfred Health employees, locum and temporary staff, contractors, subcontractors, volunteers and students.

PURPOSE

This guideline outlines Alfred Health's approach to ensuring the Responsible Service of Alcohol is maintained at all Alfred Health events where alcohol is permitted to be served.

Alfred Health events include any event of function held on premises owned and/or operated by Alfred Health, or any event or function organised by Alfred Health. The provision of alcohol at any Alfred Health event is an exception to the Healthy Choices policy and guideline and must be approved by the relevant Executive Director. Alcohol should only be permitted in the case of corporate functions (e.g. staff excellence awards and The Alfred Foundation donor events).

GUIDELINE

Alfred Health is committed to reducing the harm from alcohol and the Responsible Service of Alcohol (RSA) at Alfred Health events where alcohol is permitted. This commitment is founded on:

- The health and safety needs of individuals attending the event and those of the general public.
- Considerations of those who choose not to consume alcohol, those whose lives are affected by the misuse of alcohol and those who experience difficulty in their personal use of alcohol.

This guideline takes into account RSA requirements in the community, alongside Alfred Health's overall commitment to the health and wellbeing of the community.

Alfred Health RSA principles include:

1. Alcohol is not essential or the accepted norm to Alfred Health functions and events
2. Use of alcohol is a personal choice. No one should feel pressured to either drink or not to drink, and must not be made to feel uncomfortable nor embarrassed by their choice
3. Where alcohol is deemed appropriate to be available at an event, Alfred Health will actively promote responsible consumption
4. Alfred Health policies and guidelines, including Alfred Health Code of Conduct and Compliance Policy and Alcohol and Drugs in the Workplace Policy, will be observed at all times (including not returning to work under the influence of alcohol)
5. Alfred Health will encourage staff who intend to consume alcohol at events to arrange safe transport options

For any Alfred Health event where alcohol is to be served, the person responsible for that event shall ensure all RSA procedures are observed.

Alfred Health RSA Checklist for event organisers:

- Ensure adequate variety and supply for non-alcoholic beverages is visibly available and presented in a manner that is equally appealing as alcoholic beverages and, where applicable, priced appropriately
- Ensure adequate provision of food whenever alcohol is served (in line with the [Healthy Choices: Food and Drink Guideline](#))

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- Ensure individuals engaged to serve alcohol are appropriately trained in RSA
- Ensure no contract or agreement is made with respect to supplying a minimum amount of alcohol
- If charging a fee for the event, alcohol should be separated as to ensure people who do not drink alcohol are not required to share the cost of alcoholic beverages
- Ensure onsite events where alcohol is served are not held in view of patients or community members
- Ensure free and easily accessible, potable water is available throughout the event
- Ensure that no event is promoted in a manner that encourages excessive drinking or provides incentive for a person to drink more rapidly than normal
- Ensure alcohol is not served to intoxicated persons or underage persons
- Ensure that catering for alcohol does not exceed the recommended Australian guidelines of no more than four standard drinks per day
- Ensure that employees are offered solutions to safely travel home after work related events (e.g. provide information about public transport options).

KEY RELATED DOCUMENTS

- Key aligned policy
 - [Alfred Health Alcohol and Drugs in the Workplace Policy](#)
- Key legislation, acts & standards:
 - Charter of Human Rights and Responsibilities Act 2006 (Vic)¹
- Other relevant documents:
 - [Alfred Health Code of Conduct and Compliance Policy](#)
 - [Alfred Health Healthy Choices: Food and Drink Policy](#)
 - [Alfred Health Healthy Choices: Food and Drink Guideline](#)
- PowerPlans/IPOCS/QRGs
 - N/A

REFERENCES

National Health and Medical Research Council (2020). Australian guidelines to reduce health risks from drinking alcohol. Available at: <https://www.nhmrc.gov.au/about-us/publications/australian-guidelines-reduce-health-risks-drinking-alcohol>

Victorian Gambling and Casino Control Commission Responsible Service of Alcohol Requirements

KEYWORDS

¹ REMINDER: Charter of Human Rights and Responsibilities Act 2006 – All those involved in decisions based on this guideline have an obligation to ensure that all decisions and actions are compatible with relevant human rights.

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