



Alcohol and Illicit Drug Use Policy

APPROVED BY: RW Executive	REVIEW DATE: March 2018
APPROVAL DATE: May 2016	VERSION NUMBER: 5
FILE NUMBER: POL00113	

THIS POLICY APPLIES TO: Employees, Residents and Visitors of RW Accommodation services



1. Title

This policy will be known as the Alcohol and Illicit Drug Use Policy.

2. Purpose

The purpose of the Alcohol and Illicit Drug Use policy is to guide and inform RW staff to ensure that all RW premises are free from hazards as a result of alcohol or illicit drug use.

3. Introduction

This policy applies to all residents of the organisation's programs and activities. The use of prescription and non-prescribed drugs is outlined in the Medication Policy. The use of alcohol and illicit drugs by outreach clients is addressed in the individual Client Service Agreement.

4. Policy

No illicit drug use or storage of illicit drugs is permitted on any RW Site. Consumption of alcohol on RW premises is strictly prohibited unless RW management has pre-approved consumption for a once off special occasion.

5. Procedure

RW staff, volunteers and students shall be made aware of the Alcohol and Illicit Drug Use Policy. If alcohol, illicit drugs or smoking implements are found on RW sites then appropriate measure must be taken to ensure safe removal and disposal.

- RW staff and volunteers must ensure that appropriate OSH considerations are observed. E.G. use of Personal Protective Equipment when handling illicit drugs and/or smoking implements.
- Alcohol is to be confiscated and stored in a secure location inside the office.
- Inform the Site Coordinator/Manager immediately or on-call person if after hours.
- Suspected illicit substances and/or smoking implements found on any RW site will be confiscated and the Site Coordinator/Manager will inform the Police.
- At the first possible opportunity, the Site Coordinator/Manager or delegated person will take the suspected illicit drugs to the nearest Police station.
- The Police will issue a receipt for the illicit substance.
- Complete an incident report and document the incident in the resident's case file.
- Photo copy the Police receipt and attach the original receipt to the incident report.
- Place the copy of the Police report in the client/resident case file.

6. Breach of Policy

If there is evidence of a resident using alcohol or illicit drugs on site, they are to be given a written warning advising them that a further incident may result in eviction from the premises.

If visitors to the site are suspected of dealing in illicit drugs or providing alcohol, they are required immediately to leave the site. If the individual refuses to leave the site then staff may seek the assistance of Police to ensure safe exit from the site.

Residents who encourage such persons to re-enter the premises will be advised that they face temporary or permanent eviction.

A resident may be asked to temporarily leave the RW site as an interim measure to permanent eviction. This would constitute “one chance” for residents who are considered not to be likely to re-offend if temporarily required to leave the premises.

A resident may be evicted if they repeat a breach of this policy.

Associated RW Policies to this Policy:

- House Rules
- Medications Policy
- Code of Conduct and Ethics Policy

POLICY CONTEXT: THIS POLICY RELATES TO

APPLICABLE STANDARDS (or other external obligations)	QIC Health & Community Services Standards National Standards for Mental Health Services
APPLICABLE LEGISLATION (or other requirements)	
APPLICABLE CONTRACTUAL OBLIGATION	

REVIEW BY CONSUMER FAMILY REFERENCE GROUP

POLICY VERSION	APPROVED / REVIEWED	COMMENTS

POLICY VERSION CONTROL

POLICY VERSION	APPROVED / REVIEWED	COMMENTS
Version 1	7 February 2008	Titled: Alcohol and Drug Use by Consumers and Residents
Version 2	30 June 2010	
Version 3	May 2013	Policy Title changed
Version 4	January 2016	Richmond Wellbeing Rebranding
Version 5	May 2016	