

## Healthy Workers – Healthy Futures

### What and Where Guide: Responsible Drinking

This table lists a number of local and nationally recognised organisations that support workplaces and individuals to learn about how to consume alcohol at healthy levels. Additionally there are suggested links to individual supports for people who may have problems with their alcohol intake.

#### Ideas to get you started

Description	Healthy vision	Healthy places	Healthy people	
In consultation with staff, develop and implement a formal workplace alcohol policy, including the responsible service or alcohol	●			<p>The National Centre for Education and Training on Addiction (NCETA) has numerous free tools and resources which provide information and guidelines develop an effective alcohol policy and provide sample guidelines for the responsible use of alcohol.</p> <p>Additionally a best-practice information and resource package and training kit can be purchased (resources \$25 and training kit \$49)</p> <p><a href="#">Download free of charge or order online from NCETA</a></p> <p><a href="#">Sample Responsible Alcohol Workplace Policy</a></p>
Conduct information sessions where staff can be informed of the policy and the rationale and have the opportunity to ask questions	●			
Embed alcohol support procedures into WHS procedures and policies	●			<p><a href="#">NCETA Alcohol and other drugs in the workplace</a></p>
Update your manager/ employers knowledge of South Australian legislation in relation to alcohol	●			<p>Read Safework SA '<a href="#">Guidelines for addressing Drugs and Alcohol in the Workplace</a>' for information regarding legislation, policy implementation and information about the effects of drugs and alcohol in the workplace.</p> <p><i>(Note based on 1986 Occupational Health and Safety Act and awaiting revision)</i></p>
Include alcohol policy and information in staff induction materials	●			
Promote standard drink sizes and anti-drink driving messages			●	<p>Call the (South Australian) Alcohol and Drug Information Service (ADIS) on 1300 13 1340 or order forms at <a href="#">SA Health: Alcohol Services</a></p> <p><a href="#">Australian Department of Health: Alcohol Resources</a></p> <p><a href="#">Hello Sunday Morning</a>  <a href="#">Ocober</a>  <a href="#">Dry July</a></p>

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Promote the use of support services such as the Alcohol and Drug Information Service (ADIS) and allow confidential access to these services during work hours			•	<a href="#">SA Health: Alcohol Services</a> ADIS 1300 13 1340 (South Australian callers only - local call fee) General support: Mens Line (1300 789 978) Suicide Call Back Service (1300 659 467) Lifeline (12 11 14) <a href="#">Counselling Online</a> (free drug and alcohol counselling)
Promote information about safe consumption and harms of alcohol, using Australian drinking guidelines through workplace communication networks			•	<a href="#">South Australian Alcohol and Drug Information Service</a> (ADIS) on 1300 13 1340
Provide in-house training or seminars on safe alcohol consumption and the key requirements to respond to alcohol in the workplace			•	<a href="#">Australian Drug Information</a> <a href="#">NCETA Training Kit</a> (free to download)
Remind staff that a general practitioner can assist, support and provide referrals to other health professionals as needed			•	<a href="#">National Health Services Directory</a>
Workplace Employee Assistance Programs deliver confidential assessments and short term counselling to employees who have voluntarily or been referred to their program through workplace policy			•	<a href="#">Employee Assistance Program Association of Australia</a>
Replace drinking or trips to the local pub/bar with other social activities, such as bowling or kicking the footy			•	
Provide plenty of non-alcoholic drinks on occasions that alcohol is offered. Ensure responsible service of alcohol and spread the message of your expectations that individual act responsibly		•		
Where workplace events offer alcohol, provide alternative public transport options, following low risk alcohol guidelines		•		<a href="#">BIRST construction and other industries Alcohol and Drug program</a> : Alcohol and Social Functions

## Building on your program

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Consider training needs of managers or team leaders so they can recognise and react appropriately to the impact of alcohol within the workplace			•	<a href="#">Guidelines for addressing Drugs and Alcohol in the Workplace</a>
Deliver brief interventions in the workplace to help employees change their alcohol use			•	
Develop and implement a health promotion program focusing on the overall health of employees, incorporating information regarding harms associated with alcohol			•	

