Professional Conduct
Use of drugs, alcohol and tobacco

The Department is committed to providing a productive, safe and healthy workplace.

You are responsible for ensuring your capacity to perform your duties is not impaired by the use of alcohol or drugs, and that the use of such substances does not put at risk you or any other person's health and safety.

As a departmental employee, you must:

- not attend work under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances
- not endanger your own safety or the safety of any other person in the workplace by consuming alcohol, illegal drugs or non-prescribed and/or restricted substances
- notify your supervisor if you are aware that your work performance or conduct could be adversely affected as a result of the effect of a prescribed drug
- take action to resolve any alcohol or other drug-related problems that you have (remember that you have access to counselling support form [Employee Assistance Program (EAP) (pdf)], and
- consult with your supervisor if you are concerned about working with other employees who may be affected by drugs or alcohol.

Drugs

As a departmental employee, you **must not:**

- give students or other employees illegal drugs or restricted substances, or encourage or condone their use
- supply or administer prescription or non-prescription drugs to students unless following the directions set down in the [Administering Prescribed Medication at School procedures](#).
- have illegal drugs in your possession while at work. Any illegal drugs found on departmental property or in the possession of any person on departmental property will be reported to the Police

Managers and principals must report incidents involving illegal drug use to
the Police or to the School Safety and Response Hotline.

**Alcohol**

Being under the influence of alcohol while you are 'on duty' could affect your ability to work safely and efficiently, especially when you have a responsibility to supervise students or work in close proximity to them.

You must not take alcohol to a school or consume it during school hours or at any school function at any time school students are present, including those events conducted outside school premises. A school function is any occasion organised by the school and/or in the school's name, including dances, farewells, excursions, sporting fixtures and fund raising events. *(Refer to the Drugs in Schools policy)*

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Therefore:

- you must not purchase alcohol for, or give alcohol to, any school student or other person under the age of 18 years
- you must not encourage or condone the use of alcohol by students of any age during educational activities unless prescribed by the curriculum (such as TAFE NSW hospitality courses).

The Community Use of School Facilities Policy Statement and Implementation Procedures 1994 contain information on the consumption of alcohol on school premises by community groups.

In the case of cross-sectoral sites (eg joint school/TAFE NSW sites), the Executive staff may need to define the term "school premises". Refer to Alcohol and Other Drugs: Policy Framework for TAFE NSW Institutes.

**Tobacco**

You must not smoke or permit smoking in any departmental buildings, enclosed area or on departmental grounds. This includes all buildings, gardens, sports fields, cars and car parks, other than those clearly defined areas on TAFE NSW campuses. *(Refer to Smoke Free Environment Act 2000).*
You must not purchase tobacco or tobacco products for any school student, or give them tobacco or tobacco products.