Alcohol Resource Referral Guide

This table lists a number of local and nationally recognised organisations that support workplaces and individuals around safe levels of alcohol consumption. Additionally, there are suggested links to individual supports for people   
who may have problems with their alcohol intake.

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| Strategies | Healthy  vision | Healthy  places | Healthy  people | resources |
| In consultation with workers, develop and implement a formal workplace alcohol policy, that includes the responsible service of alcohol, and education program based on  national guidelines. | • |  |  | The National Centre for Education and Training on Addiction ([NCETA](https://worklife.flinders.edu.au)) provide information and guidance on developing and implementing workplace alcohol and drug polices work through its online learning portal as well as providing arange of resources.  [NCETA - 8. Alcohol and Drug Policies](https://worklife.flinders.edu.au/online-learning/learning-more-about-alcohol-and-drugs-alcohol-and-drug-policies)  [NCETA – Fact sheet – Alcohol & Drug Workplace Policy](https://worklife.flinders.edu.au/application/files/1616/0271/7267/NCETA-fact-sheet-Alc-drug-workplace-policy_20201008.pdf)  [NCETA - Toolbox topic AOD Consultation](https://worklife.flinders.edu.au/application/files/2516/0271/8047/NCETA-Toolbox-topic-alcohol_drug-consult_20201008.pdf)  [SafeWorkSA - Alcohol-and-Other-Drugs-Fitness-for-Work-Policy.docx](https://www.safework.sa.gov.au/search-results?collection=Safework-SA&query=fitness+for+work) |
| Conduct information sessions to  discuss the policy and the reasons  for it and give staff the opportunity  to ask questions. | • |  |  | [NCETA – Fact sheet – Alcohol & Drug Workplace Policy](https://worklife.flinders.edu.au/application/files/1616/0271/7267/NCETA-fact-sheet-Alc-drug-workplace-policy_20201008.pdf)  [Alcohol & other drugs | SafeWork SA](https://www.safework.sa.gov.au/workers/health-and-wellbeing/alcohol-and-drugs#Solutions) |

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| Make alcohol support procedures an essential part of your work health and safety procedures and policies. | • |  |  | [SafeWorkSA - Alcohol-and-Other-Drugs-Fitness-for-Work-Policy.docx](https://www.safework.sa.gov.au/search-results?collection=Safework-SA&query=fitness+for+work)  [Health\_and\_safety\_checklist\_alcohol\_drugs.pdf (safework.sa.gov.au)](https://www.safeworkaustralia.gov.au/doc/how-determine-what-reasonably-practicable-meet-health-and-safety-duty) |
| Make sure everyone has up-to-date knowledge of South Australian legislation relevant to alcohol. | • |  |  | [How to determine what is reasonably practicable to meet a health and safety  duty | Safe Work Australia](https://www.safeworkaustralia.gov.au/doc/how-determine-what-reasonably-practicable-meet-health-and-safety-duty) |
| Include your alcohol policy and education information in induction materials. | • |  |  | [NCETA – Fact sheet – Alcohol & Drug Workplace Policy](https://worklife.flinders.edu.au/application/files/1616/0271/7267/NCETA-fact-sheet-Alc-drug-workplace-policy_20201008.pdf)  [Alcohol and other drugs in the workplace - Alcohol and Drug Foundation (adf.org.au)](https://adf.org.au/insights/alcohol-and-other-drugs-in-the-workplace/)  [Healthy Living Resources - order form](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sahealth.sa.gov.au%2Fwps%2Fwcm%2Fconnect%2F1216d280492a309e8a0afe7675638bd8%2FWBSA_HealthyLivingResourcesCat_WIP1._AB%2Beditspdf.pdf%3FMOD%3DAJPERES%26CACHEID%3DROOTWORKSPACE-1216d280492a309e8a0afe7675638bd8-od4LU.V&data=05%7C01%7CShane.Presch2%40sa.gov.au%7C150a8034fcda44e8a45b08daaff746cd%7Cbda528f7fca9432fbc98bd7e90d40906%7C1%7C0%7C638015773819341782%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=84%2F1Zl%2B9221teyzuJMdVtW8iZp6gY7MFyjBiHGNq4U4%3D&reserved=0) |
| Train managers or team leaders to recognise and react appropriately  to the impact of alcohol within  the workplace. | • |  |  | [NCETA - Online Learning - Learn more about alcohol and drugs](https://worklife.flinders.edu.au/online-learning)  [NCETA Training Kit](https://nceta.flinders.edu.au/resources/resources_and_publications) (free to download) |
| Use a risk management approach to prevent and manage alcohol-related harm and issues in the workplace. | • |  |  | [NCETA-HTG-Risk-Needs-Assess\_20201008.pdf (flinders.edu.au)](https://worklife.flinders.edu.au/application/files/4816/0271/7851/NCETA-HTG-Risk-Needs-Assess_20201008.pdf)  [Quick safety scan – Health and Wellbeing DOCX (45k)](https://www.safework.sa.gov.au/s/redirect?collection=Safework-SA&url=https%3A%2F%2Fwww.safework.sa.gov.au%2F__data%2Fassets%2Fword_doc%2F0014%2F804002%2FWellbeing%2C-Psych-and-Physical-Safety-Scan.docx&auth=mBk7oj9dp3ORI3qqfzQ9vw&profile=_default&rank=1&query=alternative+prizes+to+alcohol) |
| Ensure alcohol is not used as prizes or gifts. Swap alcohol for gifts that promote wellbeing and health, such as vouchers for activities, plants, books, or sports or baking equipment. |  |  | • |  |
| Promote information about the safe consumption of alcohol and the harms of alcohol, including the Australian drinking guidelines, standard drink sizes, and impacts on drink driving. |  |  | • | Call the (South Australian) Alcohol and Drug Information Service (ADIS) on  1300 13 1340 or order forms at Alcohol publications and resources :: SA Health  [Drinking responsibly - Standard drinking guidelines | MensLine Australia](https://mensline.org.au/help-with-addiction/drinking-responsibly-standard-drinking-guidelines/)  Download the [Hello Sunday Morning](https://www.hellosundaymorning.org/) app |
| Promote the use of support services such as the Alcohol and Drug Information Service (ADIS), employee assistance program, general practitioners, and allow confidential access to these services during work hours. |  |  | • | [South Australian Alcohol and Drug Information Service](https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/services/mental+health+and+drug+and+alcohol+services/drug+and+alcohol+services/dassa+services/alcohol+and+drug+information+service+adis) (ADIS) on 1300 13 1340  General support: [Mens Line](https://www.mensline.org.au/) (1300 789 978)  Suicide Call Back Service (1300 659 467)  [Lifeline](https://www.lifeline.org.au/) (13 11 14)  [Counselling Online](http://www.counsellingonline.org.au) (free drug and alcohol counselling) |
| Help those who need help. Access  to treatment is an important part of having a comprehensive approach  to prevent and manage alcohol-related harm in the workplace. This should include support to find and get counselling and treatment, appropriate paid or unpaid leave to access treatment, and worker confidentiality. |  |  | • | [Know your Options](https://knowyouroptions.sa.gov.au/)  ADIS 1300 13 1340 (South Australian callers only - local call fee)  [Employee Assistance Program Association of Australasia](https://eapaa.org.au/site/selecting-eap/providers/)  [National Health Services Directory](https://about.healthdirect.gov.au/nhsd)  [Posters\_getting-help\_Org\_Supports.pdf (flinders.edu.au)](https://worklife.flinders.edu.au/application/files/6016/0271/8662/Posters_getting-help_Org_Supports.pdf)  [Finding help for alcohol and other drug problems · Know Your Options](https://knowyouroptions.sa.gov.au/) |
| Provide training and education on safe alcohol consumption, how to respond  to alcohol in the workplace, and interventions in the workplace that will help people change their alcohol use. |  |  | • | [Drug Information Directory - Alcohol and Drug Foundation (adf.org.au)](https://adf.org.au/resources/drug-information-directory/)  [NCETA Training Kit](https://nceta.flinders.edu.au/resources/resources_and_publications) (free to download)  [BIRST construction and other industries Alcohol and Drug program](https://www.birst.com.au/drug-alcohol-program.htm)  [Toolbox Safety Talks - Workplace drug and alcohol strategy (safework.sa.gov.au)](https://www.safework.sa.gov.au/__data/assets/pdf_file/0003/733395/Toolbox-Safety-Talks-Workplace-drug-and-alcohol-strategy.pdf) |
| Highlight the positive aspects of reducing alcohol intake so workers clearly understand the benefits of cutting back or stopping altogether. |  |  | • | [Benefits of Cutting Down or Cutting Out Alcohol | Drinkaware](https://drinkaware.ie/benefits-of-cutting-down-or-cutting-out-alcohol/)  [Benefits of cutting down on alcohol - Alcohol and Drug Foundation (adf.org.au)](https://adf.org.au/insights/up-when-alcohol-goes-down/)  [ADF Drinking Calculator](https://alcdrugfoundation.typeform.com/to/oGLlpurC?typeform-source=adf.org.au) |
| Hold work functions around activities that don’t include drinking, such as movie nights, family days or sports activities or have work social  functions at times when alcohol  isn’t expected, such as breakfast, morning tea, or lunch. |  |  | • | [Feb Fast](http://www.febfast.org.au)  [Dry July](http://www.dryjuly.com.au/)  [Ocsober](https://www.sipenjoy.com.au/blogs/ocsober-october) |
| Display alcohol-related posters, including drink driving prevention posters and those showing the  health and financial benefits of  giving up alcohol. |  | • |  | [DrinkWise. | Resources](https://drinkwise.org.au/about-us/resources/)  [DASSA Standard Drinks Poster (PDF 669KB)](https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/resources/standard+drinks)  [Getting Help - Organisational Supports poster](https://worklife.flinders.edu.au/application/files/6016/0271/8662/Posters_getting-help_Org_Supports.pdf)  [SAPOL - Road safety resources (police.sa.gov.au)](https://www.police.sa.gov.au/your-safety/road-safety/road-safety-resources)  [NCETA\_Posters\_10\_Principles\_Intoxicated\_workers.pdf (flinders.edu.au)](https://worklife.flinders.edu.au/application/files/9416/0271/8690/NCETA_Posters_10_Principles_Intoxicated_workers.pdf) |
| Don’t stock alcohol in the fridge or  have it where employees can see it.  Provide plenty of non-alcoholic drinks and food on occasions where alcohol is offered and ensure responsible service of alcohol. |  | • |  | [Alcohol - Alcohol and Drug Foundation (adf.org.au)](https://adf.org.au/reducing-risk/alcohol/)  [Tips to reduce your alcohol intake - Cancer Council Victoria](https://www.cancervic.org.au/preventing-cancer/limit-alcohol/tips-to-reduce-your-drinking)  [Strategies For Alcohol at Work Events & Functions | Alcohol Think Again](https://alcoholthinkagain.com.au/alcohol-your-community/alcohol-the-workplace/workplace-resources/strategies-for-workplace-functions-events/) |
| Provide alternative public transport options from workplace events where alcoholic beverages were served. |  | • |  | Provide cab vouchers or consider public transport options when choosing venue locations for work events. |