








Alcohol and Other Drugs Checklist

Please complete the below checklist to assess what your workplace is currently doing towards reducing harm associated with alcohol and other drugs. If you answer no to any of these questions, we recommend adding that activity into your Action and Evaluation Plan.

Organisational	Yes	Partially	No
Develop/Implement Alcohol and Drugs Policy			
Does your workplace have an alcohol and drug policy or include this topic in a wellbeing policy? 			
Does your policy:			
• reinforce alcohol and safety legislation?			
• outline the risks associated with alcohol and drugs?			
• include clear guidance on appropriate alcohol use in relation to work?			
• outline strategies to support staff requiring assistance for alcohol and drug use? 			
• outline procedures if a staff member is in breach of the policy?			
• prohibit the sale of alcohol and offering alcohol as a gift or for fundraising?			
• encourage alcohol free work functions? 			
• outline measures to host responsibly at events (e.g. provide food, limit discounted alcohol, offer low/non-alcoholic options and water, ensure safe transport home)? 			
• address mental wellbeing factors that may influence staff drinking? 			
Is your policy regularly promoted?			
Is your policy regularly enforced?			
Is your policy regularly reviewed?			
Are visitors and contractors made aware of the alcohol policy?			
Include information alcohol and drugs information at inductions			
Is alcohol and other drug use relating to work included in employment contracts?			
Is information about alcohol and other drugs included in staff inductions or orientations?			
Involve all staff and managers in actions to reduce alcohol and drugs			
Are staff and managers involved to identify ways to address alcohol in the workplace?			
Are managers trained to identify and support individuals with alcohol and drug issues?			



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Environmental		Yes	Partially	No
Host responsibly at staff events and functions				
Are alcohol free work events encouraged?				
Does your workplace host responsibly at work events/functions, include:				
▪ limiting amount of free or discounted alcohol?				
▪ providing food?				
▪ offering water and low/non-alcoholic drinks?				
▪ ensuring staff have safe transport home?				
Provide a supportive work environment for safe alcohol consumption				
Does your workplace provide alternative activities to after work drinks (e.g. sports)?				
Does your workplace offer support for staff that have concerns with alcohol and drugs?				
Does your workplace address mental wellbeing factors that may influence staff drinking?				
If appropriate, does your workplace provide/enforce drug and alcohol testing?				
Prominently display messages about alcohol and other drugs				
Does your workplace prominently display messages to encourage safe alcohol use?				

Individual		Yes	Partially	No
Provide opportunities for knowledge development around alcohol and drug related harm				
Does your workplace provide alcohol and drug related harm information sessions?				
Does your workplace provide alcohol and drug related harm information resources?				
Provide opportunities and support to reduce alcohol and other drugs use				
Does your workplace provide or promote support services, such as Employee Assistance Programme?				
Does your workplace encourage staff to support each other to reduce alcohol intake?				
Does your workplace promote alcohol free events such as Dry July?				



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Extend alcohol and other drug support to family of staff

Does your workplace offer alcohol support and information to family of staff?



The environmental sustainability symbol represents actions in the checklist that contribute to improving environmental sustainability of the workplace.



The cultural mindfulness symbol represents actions in the checklist that contribute to improving diversity, equity, and inclusivity in the workplace.

For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

For tips on promoting responsible use of alcohol and other drugs, go to:

http://www.workwell.health.nz/workwell_alcohol_and_other_drugs