

Safer celebrations: Plan a safer work party

Before the party

- > Work out a plan for your party and decide on a finishing time.
- > Encourage guests to organise safe transport options before the party. Provide information about taxis, public transport, car pooling and designated drivers.
- > Have a plan so you know what to do if something goes wrong – keep important numbers near the phone.
- > If the party is during work hours, consider allowing staff to not return to work.
- > Ensure an acceptable standard of behaviour is set and promoted before the party. This should include no tolerance of sexual harassment, bullying, drunken behaviour or drink-driving.
- > Think about how you will deal with the possibility of guests having illicit drugs at the party – contact the Alcohol and Drug Information Service (1300 13 1340) for advice.
- > Provide plenty of substantial food and a variety of non-alcoholic drinks, make sure they are readily available for the entire length of the party.

During the party

- > Help guests keep track of how much they are drinking by not topping up drinks, let them get their own drinks.
- > Keep non-alcohol drinks in easy reach of your guests to encourage them to have non-alcoholic refreshers in between drinks containing alcohol.
- > Provide food early on in the party and keep a steady supply of food available throughout the party that guests can help themselves to.
- > Remember that smoking is not allowed in enclosed workplaces or public places.

After the party

- > Make sure your guests get home safely. If a guest has had too much to drink, organise suitable transport for them.
- > If your guests try to drive home drunk, do everything you can to stop them. They and their loved ones will thank you.
- > Check the street for any mess that guests may have left behind.

If you are attending a work party

- > Don't bring a partner/friend unless they are invited
- > Organise safe transport to and from the venue before the party
- > Remember, behaviour that is not acceptable in the workplace won't be tolerated at a workplace function.
- > Eat before and at the party but avoid salty snacks that make you thirsty.
- > If you consume alcohol, consider not returning to work. This is particularly important if you operate machinery or drive vehicles
- > Pace your drinking and have non-alcohol refreshers in between alcohol drinks.
- > Keep watch of your drinks and always get your own.
- > Say "no" when you have had enough and don't let others top up your drink

Useful resources:

Alcohol and Drug Information Service: 1300 13 1340
Confidential telephone information and counselling
8.30am and 10pm every day.

Drug and Alcohol Services South Australia

www.sahealth.sa.gov.au/dassa

Information on alcohol and other drugs and treatment services.

Know Your Options

www.knowyouroptions.sa.gov.au

A website that provides information about all alcohol and other drug treatment and support services in South Australia.

Consumer and Business Services (Liquor and Gambling)

www.cbs.sa.gov.au

Legal responsibilities around the sale, supply and consumption of alcohol.

SA Police www.sapolice.sa.gov.au

Locate the contact details of your local police station.

SafeWorkSA

www.safework.sa.gov.au

Information about work health and safety and industrial relations.

For more information

Alcohol and Drug Information Service (ADIS)

Phone: 1300 13 1340

Confidential telephone counselling and information
8.30am and 10pm every day.

Drug and Alcohol Services South Australia

Phone: (08) 7425 5000

www.sahealth.sa.gov.au/dassa

© Department for Health and Wellbeing, Government of South Australia.

August 2018. DASSA:00525.

Consumer reviewed August 2018

Public - I1-A1



<https://creativecommons.org/licenses/>