

Checklist

Helping you minimise the risks associated with serving alcohol at work functions

Have you:

- Clearly communicated the following to all workers prior to the function:
 - the company policy on alcohol consumption at functions
 - the repercussions of drinking to excess
 - the legal driving limits
 - workers' responsibilities to drink alcohol sensibly
- Considered offering travel arrangements to and from the function, e.g. taxis or a private coach
- Made it clear to workers that functions are only authorised for a specified period
- Placed limits on the supply of alcohol
- Ensured staff serving alcohol are appropriately trained
- Organised function Supervisors to prevent excessive drinking and inappropriate behaviour
- Considered providing additional security, e.g. security guards
- Arranged sufficient food and non-alcoholic beverages
- Made arrangements to ensure alcohol is not served to workers below the legal drinking age
- Ensured everyone vacates the premises at the end of the function

Caution: Do not arrange or pay for drinks at other venues after the function is finished – this will extend your liability.