



## MCA INDUSTRY TOOLKIT

The minerals industry is committed to eliminating sexual harassment in its workplaces and has adopted a national Industry Code that provides clear expectations on members to establish both preventative and response measures to address sexual harassment.

This document is part of the MCA Industry Toolkit that has been developed for our members and their employees and comprises a suite of Fact Sheets, Guidance and Templates.

### TEMPLATE

# Social Event Checklist

This checklist can assist companies to undertake a risk assessment and identify where appropriate controls are required.

The Australian minerals industry commits to the [Australian guidelines to reduce health risks from drinking alcohol<sup>1</sup>](#).

The guidelines state that:

*“To reduce the risk of harm from alcohol-related disease or injury, healthy men and women should drink no more than 10 standard drinks a week and no more than 4 standard drinks on any one day.*

*The less you drink, the lower your risk of harm from alcohol.”*

Issues to consider	Yes	No	List the controls applied to manage the risk of sexual harassment
Have employees been reminded that workplace policies and expectations apply?			e.g. provide refresher training
Have leaders been reminded they are required to uphold expected behaviours of attendees?			e.g. reminder/refresher note that it is a work function and they have leadership responsibilities
Has education and awareness training to assist alcohol consumption management been provided?			e.g. provide Australian Health Guidelines resources
Have employees received a refresher on acceptable behaviours?			e.g. provide a refresher email explanation of expectations or training in advance of the event

<sup>1</sup> National Health and Medical Research Council <https://www.nhmrc.gov.au/health-advice/alcohol>

Has a start and finish time been set?			e.g. set expectations of function conclusion
Have employees been informed that the event is only endorsed for the specified duration?			e.g. clearly mark on any communications.
Will alcohol be served?			e.g. remind guests about responsible serving of alcohol requirements e.g. freely provide water and non-alcoholic drinks e.g. freely provide adequate food
Do limits on consumption apply?			e.g. set limits on consumption if consistent with company policy, ensure responsible service of alcohol (e.g. provide non-alcoholic drinks, food) e.g. ensure only wait staff can serve drinks (i.e. no help yourself set ups)
Will consumption be tracked?			e.g. individual cards, tokens or tickets provided to each guest
Will alcohol be permitted to be removed from the premises?			e.g. have security remind guests on departure
Is transportation provided or facilitated?			e.g. provide transportation provider with company expectations on respectful behaviours e.g. provide travel vouchers to guests e.g. select a venue well connected to public transport and central
Have employees been reminded that unauthorised taking of photos or using social media is prohibited at the event?			e.g. reinforce expectations of behaviour and personal privacy
Is entertainment provided?			e.g. Advise entertainment provider what is and isn't acceptable behaviour
Is Security required to monitor behaviour?			e.g. risk assess the number of people attending, types of people attending, location of event to determine if Security is required. (May not be for small crew get togethers but will be for larger whole site/office events)
<i>Add relevant company specific checks</i>			