

# Office Parties

**Employers are responsible for looking after employee's health and safety at a work function or event in the same way they do at work.**

Good alcohol management is needed at work functions to meet duty of care responsibilities, reduce potential liability and minimise the risk of intoxication and alcohol-related harm.

## Make your next event a GoodHost event

The Australian Drug Foundation's GoodHost program is an event management system designed to be integrated into the planning of a corporate event to reduce the likelihood of alcohol related incidents and to ensure all guests get home safely.

### The GoodHost program helps you:

- meet duty of care and health and safety obligations;
- reduce potential liability for employers;
- minimise the risk of intoxication and alcohol related harm; and
- improve safety for all attendees, staff, clients and other guests.



There are four different ways you can use the GoodHost program:

Program Style	Details
GoodHost Checklist	Use a comprehensive 87-point checklist for your organisation's events to help reduce the likelihood of incidents occurring. The evidence-based checklist has been developed using proven strategies from leading health prevention organisations from around the world.
GoodHost Single Event – non observed	A complete step-by-step kit to help plan your upcoming event as a GoodHost accredited event. The program consists of: <ul style="list-style-type: none"> <li>• 87-point checklist</li> <li>• Event Profile Template</li> <li>• Incident Report Template</li> <li>• Event Manager Report Template</li> <li>• GoodHost Information Brief for Event Attendees</li> <li>• MC/CEO Speech Template</li> <li>• GoodHost Logo.</li> </ul>
GoodHost Single Event – observed	As above, however your event will then be observed by an Australian Drug Foundation consultant. The consultant will provide a report to the company on behaviour observed at the event and identify any areas that need to be addressed for future events.
Good Host Comprehensive Suite	An Australian Drug Foundation consultant is assigned to your company to assist the delivery and integration of the GoodHost program into your company.

For more information about **GoodHost** and how to organise a responsible event please see [www.adf.org.au/goodhost](http://www.adf.org.au/goodhost) or contact our Workplace Services team on 03 9611 6100

### Further information



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[linkedin.com/company/australian-drug-foundation](https://www.linkedin.com/company/australian-drug-foundation)

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