

Safety Note #192

SERVING ALCOHOL RESPONSIBLY



Serving alcohol at a meeting or social event can be a way to informally spend time with colleagues. Alcohol service may also be a part of fundraising events. Serving alcohol is a serious business and can adversely impact the success of our organization if not done responsibly. Violations of alcohol regulations or failing to manage the risks around serving alcohol can have serious circumstances, including criminal prosecution of individuals and fines or future denial of a liquor license for the organization.

Failure to follow the regulations or guidelines for safe alcohol service may also lead to damage, injury, or death, which our organization could be held liable for. It is important that employees or volunteers know how to serve alcohol responsibly and within the law. Alcohol can only be served to people 21 years and older.

Tips for serving alcohol responsibly:

- It's against the law to drink alcohol while serving or on a break. Serving alcohol responsibly requires being sober and having a clear mind.
- Never serve alcohol to anyone under 21 years of age. Check the age of the person before serving alcohol. Ask for a State Driver License or similar official identification. Do not serve a person without proper identification.
- Alcoholic beverages must stay and be consumed within the designated area. Don't allow people to take alcohol out of the designated locations.
- If you see visible signs of intoxication, do not serve the person any more alcohol. Signs would include: slurred speech, glassy eyes, difficulty handling money, spilling drinks, aggressive or belligerent behavior, difficulty walking and moving, being loud and moody, or making inappropriate comments.
- If you suspect someone is giving alcohol to a minor, do not serve that person any more and alert security.
- If a fight or a problem starts, contact security immediately. Don't get in the middle of the situation. Stop serving alcohol until the situation is over and you have authorization to continue.
- If you observe signs of illegal activity such as drug use and public urination, alert security.

Remember: Providing alcohol to a minor or someone very intoxicated can result in criminal penalties for you and your organization.