

Minors and alcohol **don't mix**

Reducing Harm—a minors checklist for managers and staff

It is vital that management and staff know their obligations in refusing to serve and sell alcohol to young people under 18 years of age (minors). This protects and reduces harm of alcohol consumption to young people. There are substantial fines for licensees, staff, and managers if alcohol is supplied to minors—**over \$25,000** for some breaches.

Complete this checklist with your staff, to ensure everyone understands their obligations.

Check ID	Yes	No
We check ID for anyone that looks under 25.	☐	☐
At our venue we all know, including security, about the approved forms of ID	☐	☐
All customer service staff check for fake IDs and know what to do if an ID is fake.	☐	☐
Supply to minors by another person	Yes	No
We look to see who is in the group to see if anyone looks under 18 before, we serve/sell alcohol.	☐	☐
We regularly check outside to see if there are any potential minors around the corner.	☐	☐
Don't deliver to a minor	Yes	No
Our delivery drivers ask for ID when required.	☐	☐
We have a 'we don't deliver to minors' message on our website.	☐	☐
Follow the advertising guidelines	Yes	No
We follow the Responsible Alcohol Advertising and Promotion Guidelines	☐	☐
Our advertising or promotion of alcohol does not encourage under-age drinking.	☐	☐
We don't use images of people consuming alcohol who are, or who appear to be under 18 years of age.	☐	☐