

## Liquor Control Policy Checklist Reducing Your Risk

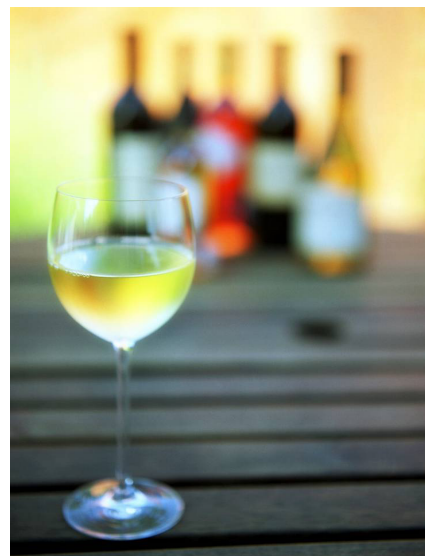
If your business sells, serves and/or otherwise provides alcoholic beverages to employees, customers or guests, you may be liable\* for injuries or damages caused by an intoxicated or underage person to whom you provided such beverages. To reduce this risk, your business should take steps to prevent selling, serving or providing alcohol to individuals who are underage, intoxicated or appear intoxicated.

These steps should include:

- Being familiar with state and local laws governing the sale and serving of alcoholic beverages
- Avoiding “happy hours” or other drink-oriented activities
- Having a written Liquor Control Policy that is consistently followed

### Self-Assessment Checklist

- Have all employees who serve alcohol completed a state-approved responsible server program and do you maintain written records of this training?
- Does your establishment verify that customers are of legal drinking age and do you have written procedures for doing so?
- Are there a sufficient number of servers present on each shift to effectively carry out your policies and procedures?
- Do you have signs posted in your establishment that promote responsible drinking?
- Are drinks measured and drink recipes standardized, so that servers can more easily monitor customer alcohol consumption?
- Is food available for customers?
- Does your establishment have a policy for stopping alcohol service to persons who are suspected of being intoxicated and is that policy written?
- Does your establishment maintain a list of reliable transportation providers near each telephone?
- Do you maintain a log documenting each incident when persons were refused service due to intoxication, when identification was refused, when alternate transportation was arranged or offered, and when other alcohol-related incidents occur?



### Additional Resources

If you answered “no” to any of the above, you may be able to reduce your risk by enhancing or developing your current liquor control policy.

The following websites may have helpful information for developing a liquor control policy and training program. Since rules and regulations vary by state, be sure and consult your state’s alcoholic beverage or liquor control agency to determine what training is required.

- **SERVS SAFE ALCOHOL** – [www.nraef.org](http://www.nraef.org) or [www.servsafe.com/Alcohol](http://www.servsafe.com/Alcohol)
- **TIPS (Training for Intervention ProcedureS)** – [www.gettips.com](http://www.gettips.com)

A template for a written liquor control policy is available from Peerless Insurance as a Microsoft Word document that can be edited to fit your specific operations or management style. Ask your Loss prevention consultant for a copy.

\*Liability may be assessed, depending on the state, under common law or under a specific Dram Shop Act or Alcoholic Beverage Control Law. Please consult your legal counsel for more information.

*The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code-, standard-, or regulation-making authority for interpretation or clarification. Provided that you always reproduce our copyright notice and any other notice of rights, disclaimers, and limitations, and provided that no copy in whole or in part is transferred, sold, lent, or leased to any third party, you may make and distribute copies of this publication for your internal use.*