SMOKE FREE PROCEDURE

Section	University Services
Contact	Director Occupational Health & Safety, Wellbeing
Last Review	October 2022
Next Review	October 2024
Approval	Director Occupational Health & Safety, Wellbeing

Purpose:

The aim of this procedure is to provide a healthy and safe environment for everyone who works, studies, visits, or has business on university campuses, sites, and farmlands.

This procedure supports initiatives aimed at reducing smoking prevalence and tobacco-related harm. Its purpose is to:

- Promote “Smoke-free/Auahi kore” as the norm, by encouraging staff, students, contractors, volunteers, visitors, and their families/whanau to quit smoking.
- Eliminate second-hand smoke exposure to non-smokers.
- Promote and support the cessation of smoking due to the inherent health risks to smokers.
- Support New Zealand’s commitment to being essentially Smoke Free by 2025.

This procedure recognises the uniqueness of the Manawatu and Albany Campuses with their large, open-air environments in rural settings.

Scope:

All staff, students, contractors, and visitors.

Definitions:

“Workplace” means an internal area, within a building or on a building or structure occupied by the University and used by staff, students, and volunteers. Workplace includes student accommodation, campus grounds, campus buildings, farms, staff accommodation, vehicles on site (including personal vehicles) and vehicles provided for staff.

“E-cigarettes” include a diverse range of products comprising devices, with or without the e-liquid, which are usually flavoured, and which may or may not contain nicotine.

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"Vaping" refers to the act of using e-cigarettes; the term refers to the vapour cloud which is produced as a result.

Procedure:

All Massey University workplaces are smoke free and, as such, smoking is not permitted.

Any staff or students who smoke will be supported in their efforts to quit smoking. This commitment may include providing access to support services, individualised work plans to accommodate therapies or treatments and/or temporary physical support on site (e.g., temporary vaping shelters).

Signage indicating smoke free must be clearly visible in all workplace areas.

As part of our commitment to a healthy campus, vaping is not permitted in any areas other than where a temporary shelter may have been established for this purpose.

Operational concessions may be implemented where circumstances dictate as a short-term arrangement in support of smoking cessation efforts and where there is no risk of harm to others. Any person who continues to smoke or vape on campus will be reminded of the support to quit including any operational concessions which may be available; repeat non-compliances may be treated according to the Policy on Staff Conduct or Code of Student Conduct as applicable.

Operational Concessions:

It is recognised that, from time to time, operational allowances may be made on Manawatu and Auckland campuses as required to facilitate our commitment to supporting smoking cessation. This may include the establishment of temporary shelters for vaping on campus grounds or temporary shelters for smoking at our campus perimeters if the need arises.

The operational decisions for any concessions such as temporary shelters must be informed, risk-based and must not compromise the commitment to a smoke free environment for those who do not smoke. Where they are approved by the Director Occupational Health & Safety, and Wellbeing, and the Chief Property Officer, preference should always be given to vaping shelters over smoking shelters. Smoking must not be permitted in any vaping shelters.

Where the need arises in accordance with this commitment, any temporary shelters must:

- Not be located anywhere where the prevailing wind can carry the smoke or vapour into any building or area of where people gather.
- Not be located anywhere visible from main roads or access routes.
- Have safe lighting and access, especially for after hours.
- Maintain information regarding support for smoking cessation (e.g., quit line, EAP, etc)

Operational concessions shall be reviewed annually or more frequently as the need arises.

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Relevant Legislation:

- Smokefree Environments and Regulated Products Act 1990 and amendments.
- Ministry of Health issued the Regulatory Impact Statement: Regulation of e-cigarettes and emerging.
- tobacco and nicotine-delivery products 2017

Legal Compliance:

In accordance with the Smoke-free Environments Act, any complaint submitted to a person in a position of responsibility within the University must be investigated, within 20 days of the complaint, and resolution sought if this policy has been contravened. An assurance that there will be no repeat of the cause of complaint (where the complaint is justified) is sufficient resolution. Representatives of the students or employees may be present where resolution processes occur. Unresolved cases must be referred in writing to the relevant Senior Leadership Team member, for resolution under Staff and Student Disciplinary Regulations. If the complaint cannot be resolved the case must be referred to the Director General of Health within 40 days of the original complaint.

It is recognised that vaping and the use of e-cigarettes is still relatively new and Ministry of Health guidelines for their management in workplaces and public spaces has not yet been made available. This procedure will be reviewed when this guidance is produced.

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