

## SMOKE FREE PROCEDURE

<b>Section</b>	Health and Safety
<b>Contact</b>	University Health and Safety Manager
<b>Last Review</b>	August 2014
<b>Next Review</b>	December 2017
<b>Approval</b>	AVC Operations, International and University Registrar

### Purpose:

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

### 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 during the course of their employment. Workplace includes hostel rooms, staff accommodation and vehicles provided for staff.

### Procedure:

All University workplaces, grounds and vehicles are totally smoke free, with the exception of designated smoking areas.

#### Steps:

Campus Registrars will, in the interests of preserving the unique character of a site or part of a site, designate smoke free area or smoking areas. Designated smoking areas should not be placed:

- Close to building entrances and opening windows where smoke will blow into a workplace.
- Areas where young children are likely to be present.
- Places where food is served or consumed.

Signage indicating designated smoking areas will be clearly visible.

The smoke-free policy applies 7 days a week, 24 hours a day.

All staff, students, visitors and contractors are expected to abide by the smoke-free policy.

Any contravention of the policy must be investigated as indicated in the Legal compliance section of this policy. Smokers who do not follow the policy may face reimbursing the University if the University is fined as a result of a complaint. A breach of this policy may also be dealt with via the Student Disciplinary Regulations as a misdemeanour or via Staff Disciplinary Procedures

Senior Executive Managers, Heads of Departments, Schools, Institutes, Section Heads, Unit and Centre Supervisors, laboratory supervisors, and others in positions of responsibility are required to inform others and enforce this policy, as part of providing a supportive, safe, and healthy environment.

Everyone who works, studies, visits, or has business on University Campuses, sites, and farmlands has a responsibility to inform staff, students, and visitors of this policy. It is expected the policy will be included in induction courses for staff, and in information to students and visitors.

Complaints must in the first instance be to the person who is smoking. If the situation is not resolved complaints must be in writing to the supervisor responsible for the person who smokes, or to the Office of the Campus Registrar on the relevant campus.

**Audience:**

All staff, students and visitors.

**Relevant Legislation:**

Smoke-free Environments Act 1990 and amendments.

**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 Deputy Vice-Chancellor, 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.

Complaints must in the first instance be to the person who is smoking. If the situation is not resolved complaints must be in writing to the supervisor responsible for the person who smokes.

Information on how to stop smoking is available from Public Health Units or Campus health centres.

**Document Management Control:**

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