



SMOKE-FREE WORKPLACE POLICY

Personnel Services

Date approved: 24 July 2007 Date Policy will take effect: 24 July 2007 Date of Next Review: July 2012

Approved by **Administrative Committee**

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Responsible OHS Unit, Personnel Services
 Faculty/Division & Unit

Supporting documents, procedures & forms of this policy

- UOW OHS Policy;
- UOW Hazard and Incident Reporting Guidelines;
- UOW OHS Risk Management Guidelines;
- Occupational Health and Safety Act, 2000;
- Smoke-Free Environment Act, 2000;
- Smoke-Free Regulation 2000;
- Protection of the Environment Operations Act, 1987.

Audience Internet – public access
 Staff Intranet – UOW Staff Only

Expiry date of Policy 2012

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1 Purpose of Policy

- 1.1 The Smoke-Free Environment Act 2000 which commenced on the 6th of September, 2000 aims to "reduce exposure to tobacco and other smoke in enclosed public spaces". The University's Smoke-Free Workplace Policy aims to practically apply this legislation within the University environment to ensure a safe workplace for all.

2 Application & Scope

- 2.1 This policy applies to all University campuses.

3 Policy Principles

- 3.1 All employees, students and visitors are entitled to a smoke free workplace.
- 3.2 Smoking is prohibited:
- in all University buildings;
 - in all University vehicles;
 - adjacent to entrances or exits of buildings;
 - adjacent to any windows or intakes for air-conditioning plant;
 - adjacent to any outdoor area where there are combustibles or flammables stored;
 - in an enclosed public places – enclosed, in relation to public place means having a ceiling or roof and, except for doors and passageways, completely or substantially enclosed, whether permanently or temporarily.
- 3.3 Adjacent to building means the smoking activity is not in the physical proximity of the building which:
- require people using the entrance or exit to pass through smoke;
 - allows the smoke to enter the building.
- 3.4 Other 'smoke-free' areas may be identified and determined in consultation with the local Workplace Advisory Committee for OH&S, the University OHS Committee, Manager OHS or Manager Environmental Services.
- 3.5 The prohibition of smoking in buildings includes academic and general staff offices irrespective of the number of occupants or the wishes of the occupant(s);
- 3.6 Smoking by-products such as cigarettes, butts and matches must be disposed of appropriately.
- 3.7 The policy applies to all buildings with the following exemptions during social activities:
- balconies and designated external areas immediately adjacent to those areas being used for social activities, meetings or conferences
 - the area external to the bar, and
 - the external area of Food Re-Thought

NOTE: Any external area exempted for the above purposes must set an area aside specifically for the non-smoker that prevents exposure to passive smoke.

4 Responsibilities

- 4.1 Managers and supervisors must ensure compliance with the smoking policy for areas and personnel under their responsibility.
- 4.2 Employees, students and visitors are responsible for complying with this policy.

- 4.3 Any person who receives a request not to smoke in a common area such as an outdoor eating area, is expected to respond cooperatively and courteously.
- 4.4 In regard to the Smoke-Free Workplace Policy, the OHS Unit will:
- disseminate information regarding this policy to new employees through induction;
 - monitor the completion of corrective actions as a result of the hazard and incident reporting process;
 - subject to demand, coordinate "Quit Smoking" programs for staff.

5 Staff Assistance

- 5.1 Advice to smokers on cessation options and information sessions on the "quit program" will be coordinated by the OHS Unit subject to demand.

6 Implementation

- 6.1 Signage will be displayed at the entrances to all buildings and deemed smoke free-areas in accordance with the Smoke Free Environment Regulation 2000.
- 6.2 Resolving a smoking related issue:
- In the event of an issue involving smoking this should be reported to the supervisor of the area as per the Hazard and Incident Reporting Guidelines, and recorded by the University's hazards and incident reporting system, SafetyNet. If the issue is not adequately dealt with by the area Supervisor, the matter should be referred to the Dean or Director.
 - In the event the issue is still unresolved, the relevant Workplace Advisory Committee for OHS shall be informed. If the issue cannot be resolved by the WAC, the issue shall be forwarded to the Central OHS Committee via the relevant representative.

7 Review and Change History

Version Control	Date the Review occurred	Date Effective	Approved By	Change Details
4	May 2007	24 July 2007	Administrative Committee	Revised for currency and formatting.