



OHS Unit, Human Resources Division

## SMOKE-FREE WORKPLACE POLICY

<b>Date approved</b>	8 May 1998	<b>Date Policy will take effect</b>	8 May 1998	<b>Date of Next Review</b>	July 2012
<b>Approved by</b>	Administrative Committee				
<b>Custodian title &amp; e-mail address</b>	Manager OHS <a href="mailto:ohs_all@uow.edu.au">ohs_all@uow.edu.au</a>				
<b>Responsible Faculty/ Division &amp; Unit</b>	OHS Unit, Human Resources Division				
<b>Supporting documents, procedures &amp; forms of this policy</b>	<a href="#">UOW Hazard and Incident Reporting Guidelines</a> <a href="#">UOW OHS Risk Management Guidelines</a>				
<b>References &amp; Legislation</b>	<a href="#">Occupational Health and Safety Policy</a> <a href="#">Occupational Health and Safety Act, 2000 (NSW)</a> <a href="#">Occupational Health and Safety Regulation, 2001 (NSW)</a> <a href="#">Smoke-Free Environment Act, 2000 (NSW)</a> <a href="#">Smoke-Free Environment Regulation, 2000 (NSW)</a> <a href="#">Protection of the Environment (Operations) Act, 1987 (NSW)</a>				
<b>Audience</b>	Public – accessible to anyone				
<b>Expiry date of Policy</b>	Not applicable				

### Contents

<a href="#">1 Purpose of Policy</a>	1
<a href="#">2 Definitions</a>	1
<a href="#">3 Application &amp; Scope</a>	1
<a href="#">4 Policy Principles</a>	1
<a href="#">5 Staff Assistance</a>	1
<a href="#">6 Implementation</a>	2
<a href="#">7 Roles &amp; Responsibilities</a>	2
<a href="#">8 Version Control and Change History</a>	2



## 1 Purpose of Policy

1. The Smoke-Free Environment Act 2000 which commenced on 6 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 Definitions

Not Available

## 3 Application & Scope

1. This policy applies to all University campuses.

## 4 Policy Principles

1. All employees, students and visitors are entitled to a smoke free workplace.
2. Smoking is prohibited:
  - a. in all University buildings;
  - b. in all University vehicles;
  - c. adjacent to entrances or exits of buildings;
  - d. adjacent to any windows or intakes for air-conditioning plant;
  - e. adjacent to any outdoor area where there are combustibles or flammables stored;
  - f. 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. Adjacent to building means the smoking activity is not in the physical proximity of the building which:
  - a. require people using the entrance or exit to pass through smoke;
  - b. allows the smoke to enter the building.
4. Other 'smoke-free' areas may be identified and determined in consultation with the local Workplace Advisory Committee for OHS, the University OHS Committee, Manager OHS or Manager Environmental Services.
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);
6. Smoking by-products such as cigarettes, butts and matches must be disposed of appropriately.
7. The policy applies to all buildings with the following exemptions during social activities:
  - a. balconies and designated external areas immediately adjacent to those areas being used for social activities, meetings or conferences;
  - b. the area external to the bar; and
  - c. the external area of Food Re-Thought
8. Any external area exempted for the above purposes must set an area aside specifically for the non-smoker that prevents exposure to passive smoke.

## 5 Staff Assistance

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

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.
2. Resolving a smoking related issue:
  - 2.1. 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.
  - 2.2. 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 Roles & Responsibilities

1. Managers and supervisors must ensure compliance with the smoking policy for areas and personnel under their responsibility.
2. Employees, students and visitors are responsible for complying with this policy.
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. In regard to the Smoke-Free Workplace Policy, the OHS Unit will:
  - a. disseminate information regarding this policy to new employees through induction;
  - b. monitor the completion of corrective actions as a result of the hazard and incident reporting process;
  - c. subject to demand, coordinate "Quit Smoking" programs for staff.

## 8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	8 May 1998	Administrative Committee	First Version
2	21 May 2001	Administrative Committee	Revised Policy
3	24 July 2007	Administrative Committee	Revised for currency and formatting.
4	6 May 2009	Vice Principal (Administration)	Migrated to UOW Policy Template as per Policy Directory Refresh
5	26 August 2010	Vice-Principal (Administration)	Updated to reflect divisional name change from Personnel Services to Human Resources Division