

# Smoke-Free Workplace Procedures

## Section 1 - Purpose and Scope

(1) These procedures are intended to give effect to the uniform implementation of the [Smoke-Free Workplace Policy](#).

## Section 2 - Procedures

(2) All new employees will be informed that Southern Cross University has a smoke-free workplace policy as part of their induction.

(3) Any grievance over smoking shall be referred in the first instance to the relevant Head of Work Unit for resolution. If the grievance remains unresolved, staff may either complete an [Incident, Accident and Hazard Report](#), or contact the Manager, Workplace Health and Safety.

(4) The University encourages staff and students to read about the effects of smoking and passive smoking and supports those staff who would like help to stop smoking by referring them to Quit Smoking programs and providing assistance through the Employee Wellness Program and counselling through the [Employee Assistance Program](#).

(5) Further information on the effects of smoking and passive smoking can be obtained from the following websites:

- a. [Quit Smoking](#)
- b. [World Health Organisation Tobacco Site](#)
- c. [Tobacco-free Kids Website](#)
- d. [NSW Health - Quitting Smoking](#)
- e. [NSW Government - Quitline](#)
- f. [QLD Government - Quitline](#)

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	13th August 2012
<b>Review Date</b>	13th April 2015
<b>Approval Authority</b>	Vice Chancellor
<b>Approval Date</b>	10th August 2012
<b>Expiry Date</b>	3rd March 2014
<b>Head of Work Unit</b>	Kath Drew Director, Human Resources
<b>Enquiries Contact</b>	Shaun Brown Manager, Workplace Health and Safety