

Smoke-Free Campuses Procedures

Section 1 - Purpose and Scope

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

Section 2 - Procedures

Smoke Free Campuses

(2) All new employees will be informed that the University campuses are smoke-free as part of their induction.

(3) 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 Employee Assistance Program.

(4) Any complaint about smoking shall be referred in the first instance to the relevant Head of Work Unit for resolution. If the complaint remains unresolved an Incident, Accident and Hazard Report may be completed or the Manager, Workplace Health and Safety may be contacted.

Section 3 - Resources

(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

Status	Current
Effective Date	19th April 2020
Review Date	28th February 2025
Approval Authority	Head, Governance Services
Approval Date	20th April 2020
Expiry Date	Not Applicable
Responsible Executive	Kim Franks Vice President (People and Culture)
Head of Work Unit	Kath Drew Director, Human Resources
Enquiries Contact	HR Services