

Smoke-Free Workplace Policy

Section 1 - Definitions

(1) For the purpose of this Policy:

- a. 'smoke' includes all types of lit tobacco smoke, which emit side stream smoke containing high levels of carcinogens and other toxic substances, adversely affecting the health of those in the immediate environment. [[WorkCover Authority of NSW](#) and Cancer Council NSW (1997)].

Section 2 - Policy Statement

Part A - Policy Declaration

(2) This policy specifies the University's commitment to providing a smoke-free workplace as required by the [Smoke-Free Environment Act 2000 \(NSW\)](#), [Tobacco and Other Smoking Products Act 1998 \(QLD\)](#), [Work Health and Safety Act 2011 \(QLD\)](#) and the [Work Health and Safety Act 2011 \(NSW\)](#).

Part B - Policy Description

Objectives

(3) The aim of this policy is to provide details of the measures in place within the University to control the hazard associated with tobacco smoke in the workplace.

Scope

(4) This policy applies to all staff, students, contractors and visitors to the University.

Part C - Content and Implementation

(5) All employees and students are entitled to a smoke-free workplace. Smokers are not entitled to smoke in the workplace, regardless of whether they work alone or work in a team or area in which one or more employees smoke.

(6) Smoking is prohibited in all workplaces within the University, including all University owned vehicles and boats, and all enclosed areas (e.g. Lecture theatres, tutorial and meeting rooms, the library, lobbies, foyers, corridors, offices, laboratories, workshops, common rooms, tea rooms and staff rooms).

(7) Smoking is banned near air intakes, external doors and windows, all paved or concreted areas and / or any area within 10 metres of any University building.

(8) Smoking is not permitted adjacent to any outdoor area where there are combustibles or flammables stored.

(9) Tobacco products are not allowed to be displayed or advertised in any campus shop.

(10) It is the responsibility of each Head of Work Unit to ensure that this policy is enforced.

(11) Grievances concerning alleged breaches of policy are to be dealt with in an expeditious manner.

Status and Details

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