

# Smoking in the Workplace Policy

## Section 1 - Purpose

(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". Charles Sturt University's Smoking in the Workplace Policy aims to practically implement the requirements of this legislation within the University environment while also defining as smoke free other areas that are not 'enclosed spaces' in order to ensure and maintain a workplace that is free from risk to health, safety and welfare.

### Scope

(2) This Policy applies to all Charles Sturt University (the University) campuses.

## Section 2 - Glossary

(3) For the purpose of this Policy:

- a. Smoke - means smoke, held or otherwise controlled, from an ignited tobacco smoking product (e.g. cigarette).
- b. Enclosed - means having a ceiling or roof and, except for doors and passageways, completely or substantially enclosed, whether permanently or temporarily.
- c. Workplace (or "place of work") - means premises where persons work.
- d. Premises - includes any place, and in particular includes:
  - i. any land, building or part of any building;
  - ii. any vehicle, vessel or aircraft;
  - iii. any installation on land, on the bed of any waters or floating on any waters; or
  - iv. any tent or movable structure.

## Section 3 - Policy

### Part A - Responsibilities

#### Employees

(4) Employees are expected to maintain appropriate standards of behaviour that are in accordance with the requirements of this Policy.

(5) Employees who are concerned about non-compliance with the Policy are responsible for approaching and notifying their supervisor or head of department at the first instance.

(6) Where such action does not result in resolution of the problem, employees should contact the Division of Human Resources who can advise the relevant supervisor or head of department of the requirements of the Policy.

## Charles Sturt University Management

(7) Heads of devolved units, schools and departments, as well as managers and supervisors shall be responsible for implementing the Policy in the areas under their control.

(8) Heads of devolved units, schools and departments, as well as managers and supervisors are responsible for investigating reports of non-compliance with this Policy and where reasonably practicable to do so taking action to ensure the requirements of the Policy are maintained in areas under their control.

(9) Where such action does not result in resolution of the problem, University managers should refer the matter to the relevant Executive Dean or Director.

(10) Where such action does not result in resolution of the problem, the Executive Dean or Director should contact the Division of Human Resources for advice on further management strategies.

### Division of Human Resources

(11) In regard to the Smoking in the Workplace Policy, the Division of Human Resources 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 processes;
- c. provide advice to staff regarding:
  - i. smoking cessation programs;
  - ii. any leave entitlements to attend cessation programs; and/or
  - iii. the availability of counselling services offered by the University that might assist staff who are in the process of (or are considering) quitting smoking.
- d. assist managers:
  - i. with the implementation of this Policy;
  - ii. to maintain compliance with this Policy; and
  - iii. to restore compliance with this Policy where non-compliance is reported or identified.
- e. this could include, but is not limited to:
  - i. advice on levels of management to which a matter can be referred;
  - ii. assistance with referring matters to relevant Committees for further consultation; and
  - iii. expert advice on legislative requirements.

## Part B - Policy Principles

(12) Smoking is prohibited:

- a. in all University buildings and buildings leased by the University;
- b. in areas adjacent to the entrances and exits of these buildings;
- c. in areas adjacent to any windows in these buildings and intakes for air-conditioning plant servicing the buildings;
- d. in motor vehicles owned and/or leased by the University;
- e. in or adjacent to car parks and/or on or adjacent to walkways (including elevated walkways);
- f. adjacent to any outdoor area where there are combustibles and/or flammables stored; and
- g. in enclosed public places.

(13) In the above prohibited areas, where "adjacent to" is used, this refers to the smoking activity not taking place in

the physical proximity to the building, walkway, car park etc. where:

- a. people using the, entrance(s) or exit(s) of the building, walkway, car park, etc., would be required to pass through smoke; or
- b. the smoke could enter the building or other enclosed area.

(14) Smoking by-products such as cigarettes, butts and matches must be disposed of appropriately.

(15) Where either social activities are held on campus or in areas of the University where people are known to regularly congregate in open spaces (e.g. outdoor cafe areas, lawn areas, etc.) and:

- a. the area is not required to be smoke free (either by legislation or the requirements of this Policy); or
- b. an outdoor area adjacent to a social event will to be identified where smoking will not be prohibited.

(16) Any such outdoor areas must also set aside an outdoor area specifically for non-smokers that prevents exposure to passive smoke/Environmental Tobacco Smoke.

(17) Other 'smoke-free' areas may be identified and determined in consultation with:

- a. local staff and managers;
- b. the Campus Occupational Health and Safety Committee;
- c. the Division of Human Resources (including Manager, Work Health and Safety); and
- d. other relevant stakeholders.

## **Part C - Implementation**

(18) As deemed necessary, signage will be displayed at the entrances to buildings and designated smoke free-areas in accordance with the Smoke Free Environment Regulation 2000 .

### **Resolving a Smoking Related Issue**

(19) In the event of an issue involving smoking, the matter should be reported to the supervisor of the area for their action (see clauses 4 to 10).

(20) If the issue is not adequately dealt with by the area supervisor, the matter should be referred to the Executive Dean or Director (see clauses 7 to 10).

(21) In the event the issue is still unresolved, the Executive Dean or Director should contact the Division of Human Resources for assistance (see clauses 7 to 11).

## **Part D - Assistance to Smokers Adjusting to the Policy**

### **Smoking Cessation Programs**

(22) The University will grant sick leave to an employee up to a maximum of five working days in any period of one year to attend smoking cessation courses, and will provide information on courses available outside working hours.

(23) The Division of Human Resources will provide advice and assistance to employees on details of smoking cessation programs conducted in their local area.

### **Counselling**

(24) It is recognised that the implementation of this Policy may create difficulty for some employees who smoke.

Where such employees elect to seek counselling to adjust their smoking habits in order to comply with this Policy, the University will provide assistance in making arrangements for the employees to seek counselling under the Employee Assistance Program or other suitable programs.

## **Part E - University Sanctions Applying to Non-compliance with this Policy**

(25) While the emphasis is generally on informal resolution, more formal action by the University may be appropriate in instances where, for example:

- a. there are repeated offences;
- b. the alleged behaviour constitutes serious misconduct;
- c. the complaint has been made in bad faith; or
- d. the complainant has been victimised subsequent to a complaint being made.

## **Section 4 - Procedures**

(26) Nil.

## **Section 5 - Guidelines**

(27) Nil.

## Status and Details

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<b>Effective Date</b>	22nd May 2014
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