

Smoking in the Workplace Policy

This document is rescinded from 28 January 2022. It is replaced by the [Facilities and Premises Policy](#) and [Facilities and Premises Procedure - Access, Use and Security](#).

Section 1 - Purpose

(1) The [Smoke-free Environment Act 2000 No 69](#) 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 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 campuses of Charles Sturt University (the University).

Section 2 - Glossary

(3) For the purpose of this Policy:

- a. Smoke - refers to smoke, held or otherwise controlled, from an ignited tobacco smoking product (e.g. cigarette or e-cigarette).
- b. Enclosed - refers to having a ceiling or roof and, except for doors and passageways, completely or substantially enclosed, whether permanently or temporarily.
- c. Worker - refers to any person that carries out work for the University. Including, but not limited to:
 - i. employees;
 - ii. trainees;
 - iii. volunteers and affiliates, including visiting and honorary fellows;
 - iv. outworkers;
 - v. apprentices;
 - vi. work experience students;
 - vii. contractors and sub-contractors and their employees; and
 - viii. employees of labour hire companies.

Section 3 - Policy

Responsibilities

(4) Workers, students and visitors are expected to maintain appropriate standards of behaviour that are in accordance with the requirements of this Policy.

(5) Heads of divisions, units, schools and departments, as well as Managers and Supervisors shall be responsible for

implementing the Policy in the areas under their control.

(6) Heads of divisions, 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 this Policy are maintained in areas under their control.

(7) The Division of People and Culture will:

- a. disseminate information regarding this Policy to new employees through induction; and
- b. monitor the completion of corrective actions as a result of the hazard and incident reporting processes;
- c. provide advice to workers 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 workers who are in the process of (or are considering) quitting smoking; and
- 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.

Policy Principles

(8) Smoking is prohibited:

- a. in all University buildings and buildings leased by the University;
- b. within four metres of areas adjacent to the entrances and exits of these buildings;
- c. within four metres of 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. within ten metres adjacent to any outdoor area where there are combustibles and/or flammables stored;
- g. in enclosed public places;
- h. within four metres of designated seated outdoor eating areas;
- i. within ten metres of a food fair or stall; and
- j. any other area signposted as non-smoking.

(9) In the above prohibited areas, 'adjacent to' 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.

(10) Other smoke-free areas may be identified and determined in consultation with key stakeholders such as local staff and Managers, Health and Safety Representatives and Health and Safety Committees.

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

Implementation

(12) As deemed necessary, signage will be displayed at the entrances to buildings and designated smoke free-areas, in accordance with the [Smoke-free Environment Act 2000 No 69](#).

Resolving a Smoking Related Issue

(13) In the event of an issue involving smoking, the matter should be reported to the Supervisor of the area for their action.

(14) If the issue is not adequately dealt with by the Area Supervisor, the matter should be referred to the Executive Dean or Director.

(15) In the event that the issue is still unresolved, the Executive Dean or Director should contact the Division of People and Culture for assistance.

(16) While the emphasis is generally on informal resolution, more formal action by the University may be appropriate where there are repeated breaches of the policy or relevant legislation.

Assistance to Smokers Adjusting to the Policy

Smoking Cessation Programs

(17) The University will grant personal leave to an employee of 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.

(18) The Division of People and Culture will provide advice and assistance to employees on details of smoking cessation programs conducted in their local area.

Counselling

(19) 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.

Section 4 - Procedures

(20) Nil.

Section 5 - Guidelines

(21) Nil.

Status and Details

Status	Current
Effective Date	8th September 2016
Review Date	17th June 2020
Approval Authority	Executive Director, Human Resources
Approval Date	1st September 2016
Expiry Date	Not Applicable
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