

Smoke and Vape Free Environment Guideline

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Table of Contents

Purpose	1
Scope	1
Definitions	1
Guideline Statement	2
Responsibility	2
Legislative Context	3
Associated Documents	3
Implementation	3

Purpose

These Guidelines sets out the principles that underpin the University's commitment to provide and maintain a smoke and vape free environment. The University recognises the adverse effects of smoking and vaping, including passive smoking, and the rights of University staff and students to work and study in a safe and healthy environment which is smoke and vape free. The University further recognises its social responsibility not to support the tobacco industry in any University activities.

Scope

This guideline applies to all staff, students, contractors, office-holders, affiliates, tenants and other licensees and visitors to University premises. It covers University premises (as defined in this document) including all University campuses and all University vehicles.

Definitions

Key Term	Definition
Campus	The areas known as Mt Helen, Gippsland, SMB, Camp Street, Ararat, Horsham and Stawell campuses of the University and all land, buildings and roads situated on those campuses.
Designated Smoking Area	An outside area located on a University premises designated as a smoking area by and at the discretion of the University's Executive Director, Transformation, Assets and Commercial which must not be within ten (10)

	metres of University buildings or outdoor eating and drinking areas. Refer to Associated Documents for maps of designated smoking areas.
Smoking	The inhalation of smoke or vapour from tobacco, herbs, drugs or other substance by means of cigarettes, pipes, cigars, e-cigarettes, vaporisers (“vapes”) or any other implement or product. This term does not cover traditional smoking ceremonies held on University premises or in University activities.
University Premises	Any land or buildings owned, leased, licensed or otherwise occupied by the University for teaching or research purposes or as accommodation facilities, or otherwise used or occupied by University staff, contractors, affiliates or students, together with all campuses of the University. Stand-alone buildings entirely occupied by commercial tenants are excluded from this definition unless they are enclosed within a University campus.

Guideline Statement

The University is committed to providing and maintaining a smoke-free environment for all staff and students. Staff and contractors must note that the University does not provide smoking breaks, and any need to smoke must be taken as part of a meal break allowance.

Smoking is prohibited:

- a. on or in University premises; and
- b. in all University vehicles,

with the exception of the designated smoking areas.

Appropriate cigarette butt receptacles are located within each designated smoking area and all butts must be fully extinguished and disposed of in the receptacles provided.

Applicants for University positions shall be advised the University is a smoke-free environment and new University contracts, induction and orientation information and other documentation, where appropriate, shall include reference to this guideline.

Smoking during field trips, research activities and other organised events away from University premises, whilst not encouraged, must not occur within five (5) metres of a work, meal or living environment and is only permitted where allowed by law and with the consent of the land owner or occupier.

All University premises and the University’s website and any written material must be free from tobacco advertising, promotion, sponsorship and the sale of tobacco and tobacco-related products.

The University must not accept direct or indirect research funding from the tobacco industry.

Responsibility

All staff of the University have responsibility for the implementation of these guidelines and for ensuring compliance with this document.

The Executive Director, Transformation, Assets and Commercial is responsible for:

- a. designating smoking areas across University premises and ensuring the location of those areas is clearly marked and available to staff and students on the University website;

- b. ensuring appropriate cigarette butt receptacles are located within each designated smoking area;
- c. ensuring appropriate signage (no smoking, designated smoking areas, etc) is in place across University premises and in University vehicles; and
- d. induction of all contractors carrying out work on University premises or to University vehicles.

The Head - Health, Safety and Wellbeing is responsible for:

- a. regularly reviewing an effective education program for staff in relation to the implementation of this guideline;
- b. updating information on the University website for staff concerning restrictions on smoking; and
- c. regularly reporting to the University Health and Safety Policy Committee as to the implementation of this guideline.

The Director, People and Culture is responsible for:

- a. the induction of all new staff in relation to this guideline.

The Director, Student Services and Registrar is responsible for:

- a. the orientation of all new students in relation to this guideline;
- b. regularly reviewing an effective education program for students in relation to the implementation of this guideline and the harmful effects of smoking generally; and
- c. updating information on the University website for students concerning restrictions on smoking, external quit-smoking resources and support information for smokers.

The Head of Legal is responsible for reviewing all University pro-forma contracts for tenancies, licences and contracted work (where appropriate) in relation to this document.

The Executive Deans and Directors are responsible for implementing disciplinary procedures (where appropriate) for repeated and/or serious breaches of this guideline and/or breaches of mandatory legal requirements concerning smoking (for example, smoking indoors or offences pertaining to littering of cigarette butts) in their Institutes, Directorates, or Centres.

Legislative Context

- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Tobacco Act 1987 \(Vic\)](#)
- [Transport Act 1983 \(Vic\)](#)

Associated Documents

- [Corporate Governance Policy](#).
- [Health and Safety Management Procedure](#).

Note: there is no Designated Smoking Area at the Berwick Campus

Forms.

- [Map of Designated Smoking Areas - Gippsland Campus](#) (PDF 375.1kb)
- [Map of Designated Smoking Areas - Mt Helen Campus](#) (PDF 282.3kb)
- [Map of Designated Smoking Areas - SMB Campus](#) (PDF 254.4kb)

Implementation

This guideline will be implemented via:

1. Information for both staff and students on the University website including:
 - a. frequently-asked-questions and answers;
 - b. the adverse health impact of smoking (including passive smoking);
 - c. tips for managing non-compliance with this guideline;
 - d. University support services for staff and students;
 - e. external resources and support to assist in quitting smoking; and
 - f. updated legislative information concerning local, State and Federal government bans on smoking.
2. Announcement notices via the 'FedNews' website
3. Induction sessions for new staff.
4. Orientation sessions for new students.
5. Information in University handbooks and student diaries.
6. Written information in contracts and other documentation (where appropriate) for external individuals or organisations leasing or licensing land or buildings located on University premises or holding functions on University premises.
7. Written information in contracts and training in induction sessions for contractors carrying out work on or in University premises or vehicles.
8. Signage (fixed and portable) across University premises.