

UON Key Risk Area: KRA 2.2

Smoke-Free University

1. Purpose

To reduce, so far as reasonably practicable, the exposure to tobacco and other smoke across University of Newcastle campuses.

2. Scope

This document applies to all Faculties, Divisions, and organisational units of the University of Newcastle and its controlled entities.

3. Definitions

In the context of this document, the following definitions apply:

- **Leaders/Supervisors:** Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
- **Workers:** As defined in the NSW Work Health & Safety Act 2011, workers include employees, conjoints, students on work experience, contractors, sub-contractors and their employees. Staff, conjoints, students on work experience, and contractors may be referred to collectively as workers, or separately as staff, conjoints, students, or contractors.
- **Smoking:** Includes to smoke, hold or otherwise have control over any ignited smoking product. Smoking product includes any tobacco or other product that is intended to be smoked or generates smoke or vapour.
- **The Policy:** Smoke-Free Environment Policy

4. Responsibilities

- Staff members, employees, students, visitors, contractors and workers must comply with the Smoke-Free Environment Policy;
- The Health and Safety Team will monitor the effectiveness of this policy and support its implementation;
- The Director, People and Workforce Strategy will implement and maintain procedures to support this policy;
- Leaders/Supervisors will ensure that;
 - Staff members who report to them are aware of this policy;
 - Staff members who report to them comply with this policy;
 - Appropriate action is taken if non-compliance with the policy occurs.

5. Procedure

- Smoking is not permitted on any University of Newcastle campus including buildings and grounds
- Employed casual staff will monitor smoking and hot spot areas during peak student periods in the year.
- Cards will be handed out to those who are not compliant and asked to refrain from smoking on campus.

6. Policy Enforcement

The University will, so far as is reasonable practicable, endeavour to ensure:

- All staff members, students and visitors are fully aware of and adhere to the policy;
- Senior management support the actions required for policy enforcement;
- Alleged breaches of the policy are dealt with in an expeditious manner where possible;
- Any person breaching the policy may be asked to leave the relevant area or University premises;
- Leaders/Supervisors should seek to resolve any breaches of the policy by staff before any further action is taken;

- In the case of students and visitors (including contractors), it is the responsibility of the University staff member responsible for supervising the visitor or student to seek to resolve any breaches of the policy;
- Any breach of the policy can be considered to be a disciplinary matter that may need to be resolved through the normal disciplinary procedures for staff members or Student Misconduct procedures for students;
- Any breach of the policy by visitors, including contractors working on University property, may be considered to be a disciplinary matter that shall be resolved by the University staff member responsible for supervising the visitor or engaging the contractor;
- A breach of the policy may also result in a fine under the Smoke-free Environment Act 2000 (NSW) if the smoking occurs within a smoke-free area as defined in that Act.

6. Raising Concerns

- Any member of the University community who has concerns about a breach of the policy is entitled to calmly and respectfully approach the person breaching the policy, remind them of the policy, and request that they comply with the policy;
- Students, visitors (including contractors) and others can approach any staff member of the University;
- If a member of staff is not confident with approaching the person directly, they should approach their Supervisor;
- If a matter cannot be resolved directly staff may contact Human Resource Services;
- Human Resource Services can advise a relevant Supervisor of the requirements of the policy and the role of Supervisors in assisting to enforce the policy;
- Security Services should be contacted for assistance in enforcement of the policy only in the event that a person who is smoking exhibits concerning or aggressive behaviour if approached;
- Areas where smoking is observed to occur regularly in breach of the policy, can be reported as a hazard using the [online Incident / Hazard Reporting System](#).

7. Smoking Cessation program

The University may support smoking cessation courses for any staff member or student and provide information on options available. The University Health Service can provide further information regarding quitting smoking.

8. References

[UON H&S Framework](#)

[UON Smoke-Free Environment Policy D09/1762P](#)

9. Attachments

Nil

Document Control Table

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