
Smoke-free Workplace Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures outline the University's approach to providing a smoke-free environment for all workers, students, visitors, and tenants.

3. Scope

- a. These procedures apply to:
 - i. all University premises and sites, including all buildings, structures, car parks, outdoor areas and vehicles
 - ii. all staff, students, visitors, volunteers, contractors and tenants at all University sites; and
 - iii. all activities that burn tobacco and tobacco related products, herbs or drugs, including cigarettes, cigars, pipes, water pipes and electronic cigarettes.
- b. Where the University is a tenant, or occupies space, in a building or site owned or controlled by another organisation, staff, students, visitors, volunteers and contractors must also comply with the requirements of the site owner or controller.

4. Definitions

Designated outdoor smoking areas	A select number of specifically designated outdoor smoking areas at the University's Bedford Park site.
Fresh air zones	Areas of the University's Bedford Park site which are smoke-free.

5. Smoke-free workplace

- a. The University is a smoke-free workplace with fresh air zones covering the majority of the Bedford Park site except for a small number of designated outdoor smoking areas.
- b. All other sites are completely smoke-free.

6. Designated outdoor smoking areas

- a. Designated outdoor smoking areas must be approved by the Vice-President (Corporate Services).
- b. Such areas will be clearly marked with signage indicating their location, and the locations shown on a [designated smoking area map](#) available on the University's [Work Health and Safety \(WHS\) website](#).
- c. Suitable bins will be provided at these locations for smokers and these bins must be used to properly dispose of all cigarette butts so as to not create an environmental hazard or fire risk.
- d. Smoking is only allowed in the designated outdoor smoking areas.
- e. Smoking that occurs outside of the designated outdoor smoking areas is deemed to be occurring in a smoke-free fresh air zone and will be a breach of these procedures.

7. Sale of tobacco and related products

Sale or promotion of tobacco and tobacco related products, water pipes or e-cigarettes is not permitted on any University premises.

8. Breach of procedures

- a. While the emphasis will generally be on informal resolution, and respectful communication of these procedures, smokers should be aware that a breach of these procedures also breaches Work Health and Safety legislation and tobacco control legislation as outlined in section 10 below.
- b. Repeated breaches may be dealt with under the appropriate disciplinary procedures relevant for staff and students.
- c. Any issue involving smoking should be reported to the supervisor/manager of the area as per the University's hazard reporting guidelines.

9. Support and assistance

- a. The University supports staff and students who want to stop smoking. Further information is available from the [WHS website](#) or Quit SA.
- b. Staff can access counselling services through the Employee Assistance Program (EAP) and students can seek support through the University's [Health, Counselling and Disability Services](#).

10. Responsibilities

Vice-President (Corporate Services)	a. approve any new or changed designated outdoor smoking areas, giving relevant consideration to any new associated risks that may arise from the change.
Workers, students, visitors and others	b. Must comply with these procedures, including i. only smoking in designated outdoor smoking areas at Bedford Park, and ii. only using designated bins in those locations to dispose of cigarette butts and any associated waste.

11. Related documents

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[Tobacco and E-Cigarette Products Act 1997](#)

[Tobacco and E-Cigarette Products Regulations 2019](#)

Note: equivalent legislation applies in each Australian State and Territory.

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Responsible Officer	Director, People and Culture
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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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