

## Non-Smoking Policy

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<b>Approving authority</b>	University Council
<b>Approval date</b>	3 August 2015 (3/2015 meeting)
<b>Advisor</b>	For advice on this policy, contact <a href="#">HR Advisory Services</a>
<b>Next scheduled review</b>	2018
<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Non-Smoking Policy.pdf">http://policies.griffith.edu.au/pdf/Non-Smoking Policy.pdf</a>
<b>TRIM document</b>	2015/0000296
<b>Description</b>	This policy applies to staff, students, contractors and visitors to the University and identifies where the University prohibits smoking.

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### Related documents

[Health and Safety Policy](#)

[Student Charter](#)

### External Links

[Work Health and Safety Act 2011 \(Qld\)](#)

[Tobacco and Other Smoking Products Act 1998 \(Qld\)](#)

[Tobacco and Other Smoking Products Regulation 2010 \(Qld\)](#)

[\[Policy\]](#) [\[Scope\]](#) [\[Definitions and Terms\]](#) [\[Procedures\]](#) [\[Delegated Authorities\]](#)

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## 1. POLICY

The University has a primary duty of care under the *Work Health and Safety Act 2011* to ensure a safe and healthy environment in which to work and study and as such, University Campuses are smoke-free except in designated smoking areas. This includes all smoking products and the following areas:

- On all Campuses and in all campus buildings or parts of buildings under the University's control
  - in any outdoor area of a food outlet or any outdoor area where food and drink is provided; and
  - in all University vehicles.
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## 2. SCOPE

This procedure applies to all staff, unpaid appointments, students, contractors, volunteers and visitors while undertaking activities at/for the University either on or off Campus.

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## 3. DEFINITIONS AND TERMS

**Designated smoking areas** are areas that are specifically approved by the Vice President (Corporate Services) to be used for the purposes of smoking.

**Electronic cigarettes (e-cigarettes, e-cigars, vapour pens or a personal vapour)** are any product where there is a hand to mouth action and results in the expulsion of a vapour.

**Smoking Products** are any tobacco product, herbal cigarette, loose smoking blend, cigarette papers, cigarette making machines, cigarette filters and electronic cigarettes.

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## 4. PROCEDURES

### 4.1 Smoking Products

The policy applies to all smoking products, including those that do not contain tobacco.

#### 4.1.1 Electronic Cigarettes

Whilst e-cigarettes do not contain tobacco, they are classed as a 'smoking product' and therefore are not permitted to be used in any non-smoking indoor or outdoor area of the University. They are not approved as an aid to quit smoking in Australia and are not listed under the Australian Register of Therapeutic Goods.

### 4.2 Designated Smoking Areas

Smoking is permitted within these areas and ashtrays are provided for the disposal of cigarette butts and bins for the disposal of rubbish. Butts are not to be placed within the rubbish bins – this creates a fire risk nor are they to be left on paths or in gardens.

### 4.3 Residences

All University student residences are smoke-free except for the approved designated smoking areas as detailed on campus maps.

### 4.4 Non-Compliance

Where non-compliance continues to be observed, the following options may be applied:

- For staff: address any breach of this process as misconduct;
- For students: take action in accordance with the University student misconduct policy;
- For contractors: inform the contractor of the University's Policy, if they refuse to comply, notify Security;
- For visitors: security to inform them of the University's policy and process and to leave the campus if they do not comply.

### 4.5 Support for smokers to quit

The University recognises ceasing to smoke can be difficult for some people and that support may be required. Refer to the Health and Safety website for information on support.

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## 5. DELEGATED AUTHORITIES

The Vice President (Corporate Services) is responsible for the oversight of strategic direction and policy related to health and safety within the University.

Accountability for ensuring that health and safety management strategies are implemented at element level rests with the relevant Senior Managers of the Element.