

No Smoking Policy

Approving authority	University Council
Approval date	26 March 2018 (1/2018 meeting)
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Next scheduled review	2020
Document URL	http://policies.griffith.edu.au/pdf/No Smoking Policy.pdf
TRIM document	2018/0000027
Description	This policy applies to all staff, students, contractors and visitors to the University.

Related documents

[Health and Safety Policy](#)

[Student Charter](#)

[University Campus Access and Use Policy](#)

Links to external documents

[Work Health and Safety Act 2011](#)

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

[Tobacco and Other Smoking Products Amendment Act 2004](#)

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

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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 free from risks in which to work and study, as such, all Griffith University primary and associated premises will be smoke-free from 31 May 2018. This includes all smoking products (see definition) and the following areas:

- On all Campuses (including residences), in all buildings or parts of buildings under the University's control;
- In any outdoor area under the University's control (including, but not limited to, car parks, paths, access roads); and
- In all University vehicles.

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.

3. DEFINITIONS AND TERMS

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.

4. PROCEDURES

4.1 Smoking Products

The policy applies to all smoking products as defined or other devices used for similar purpose.

4.1.1 Electronic Cigarettes

E-cigarettes, e-cigars, vapour pens or a personal vaporiser are any device used for the inhalation of a substance as defined by the *Tobacco and Other Smoking Products Act 1998* (Qld).

4.2 Compliance

Compliance with this Policy is intended to be self-regulating, with formal complaints being an exceptional response.

All persons are encouraged to educate and raise awareness of the requirement of this Policy. This may include approaching someone who is smoking and informing them politely that the University is smoke-free and their cooperation is required to not smoke on University property.

Procedures on how to approach someone not adhering with the requirements of this Policy are provided on the University's website. Asking an individual or group to stop smoking should always be done in a polite and respectful manner. This may include issuing information material which outlines, highlights and reaffirms the requirements of this Policy to the individual(s) concerned. Once the information has been handed over, the person should disengage for any further conversation.

Where the person has been asked to discontinue smoking on University property this request is to be actioned immediately by the smoker in a polite and respectful manner.

4.3 Non-Compliance

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

- For staff: possible misconduct;
- For students: possible 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.

4.3 Support for smokers to quit

The University recognises ceasing to smoke can be difficult for some people and that support may be required. To this end, the University has a number of free cessation support options for staff. Refer to the Health, Safety and Wellbeing website for information.

5. DELEGATED AUTHORITIES

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