

University Smoke Free Policy

Section 1 - Background and Purpose

(1) The purpose of this Policy is to promote the health and safety of University staff, students and visitors from the hazards of first and second-hand smoke and to protect the campus environment by reducing litter and decreasing fire risk.

(2) The purposes of these Procedures are to provide specific responsibilities relating to the management of a smoke-free La Trobe University.

Section 2 - Scope

(3) Applies to:

- a. All persons whilst on University premises or grounds
- b. All campuses, land, properties, building and vehicles or areas owned, controlled or leased by the University
- c. All vendors, contractors and commercial tenants operating on University owned, controlled or leased premises.

Section 3 - Policy Statement

(4) In recognition of the harm caused by smoking and the University's commitment to preserving the health and safety of its staff, students, visitors and environment, the University will transition to a smoke-free environment in 2014 via a phased in approach, including the provision of designated temporary smoking areas.

(5) This Policy intends to:

- a. Protect staff, students and visitors to the University from second-hand smoke
- b. Reduce initiation of smoking
- c. Promote cessation and provide smoking support services
- d. Protect campus grounds from smoking-related litter

Areas Prohibiting Smoking

(6) The University prohibits smoking at all times in all University buildings, covered walkways, vehicles and enclosed areas (areas that are substantially enclosed by roof and walls).

(7) Commencing 31 May 2014, smoking will be prohibited in declared areas of University owned, controlled, or leased premises, land and vehicles. Declared areas will be those scheduled by the Risk Management Division and approved by the Vice-Chancellor.

Sale of Tobacco-related Products

(8) The sale or distribution of tobacco and related products on University owned, controlled or leased premises is

prohibited from 1 September 2015.

(9) Contractors, licensees and commercial tenants operating on University owned, controlled or leased premises must follow University policy on smoking and the sale or distribution of tobacco and related products from this date. All new leases entered into by the University on and from 1 September 2015 must give effect to this Policy.

Section 4 - Procedure

(10) The success of a smoke-free La Trobe University policy depends upon the thoughtfulness, consideration, and cooperation of everyone.

(11) Any problems should be brought to the attention of the appropriate supervisor and/or department head. If a problem cannot be resolved in this manner, recourse may be had by contacting the appropriate Pro Vice-Chancellor, Executive Director, or Human Resources representative.

Responsibilities

(12) All staff, students, contractors and visitors have the right to report breaches in the University's policy on smoking.

Directors With Specific Responsibilities

(13) The Executive Director, Student Services and Administration will advise all students of the University smoke-free policy and provide information enabling access to cessation programs that are available to students.

(14) The Chief Financial Officer and the Director, Strategic Sourcing and Procurement will amend all tender and contract documents, purchase orders and the associated documentation to state La Trobe University's new smoke-free policy.

(15) The Executive Director, Human Resources will inform new staff of the University's smoke-free policy.

(16) The Executive Director, Planning and Governance will advise all contractors (through the appropriate University areas) of the smoke-free policy, including a statement in the contractors' induction.

(17) The Executive Director, Infrastructure and Operations will ensure installation of appropriate signage in accordance with the related smoke-free policy and procedures.

Senior Management

(18) Deputy Vice-Chancellors, Vice-President, Pro Vice-Chancellors, Executive Deans, Executive Directors, Heads of Schools, Managers, or their appointed nominee(s) are responsible for ensuring that:

- a. the requirements of the smoking policy and accompanying procedures are implemented in their area of control
- b. University staff and students are made aware of the requirements of the smoking policy and their specific responsibilities
- c. information and instructions are provided upon the application of the smoke-free policy
- d. employees and students under their control comply with all sections of the requirements of this policy and specifically responsibilities
- e. staff are made aware of the smoking cessation programs supported by the University
- f. compliance breaches are managed in accordance with the established procedures

All Staff

(19) Staff that identify other employees or students smoking on University grounds should advise that person that

they are smoking in a smoke-free area and request them to cease smoking in a smoke-free area.

Infrastructure and Operations (I&O)

(20) Infrastructure and Operations will ensure that all signage conforms to the smoke-free policy.

(21) Infrastructure and Operations will maintain that signage is visible, and that damaged signs are promptly repaired or replaced as needed.

Contractors

(22) Contractors, subcontractors, their employees and any other persons engaged by the University to undertake works on any University property will be expected to comply with the smoke-free policy.

(23) Staff members engaging contractor services are required to make the provider aware of the smoke-free policy at the time the services are engaged.

Students

(24) Students are required to comply with all University policies and procedures.

(25) Students who identify other students or visitors smoking in smoke-free areas should advise them that they are in violation of University policy.

Visitors

(26) Visitors are responsible and accountable for their actions when on campus property and are required to comply with the University OHS requirements.

Enforcement

(27) If an individual or group is smoking outside a designated smoking area in contrary to the signage they may be approached and reminded that the area is smoke free and be respectfully asked to move to a designated smoking area. Non-compliance can be reported to an Authorised Officer.

(28) Under the [University Grounds Statute 2009](#), Part 5A, Section 15A, non-compliance with no smoking signage will incur a penalty. The penalty for non-compliance can be up to 1 penalty unit.

(29) Authorised Officers may issue a penalty notice where an individual smokes in a designated smoke free area in contrary to the signage.

Non-Payment of Penalty

(30) Failure to pay the penalty by the due date will result in the following:

- a. Student - may not enrol or re-enrol in a course, subject or unit; receive results; graduate; or receive an academic transcript without permission from Executive Director, Infrastructure and Operations or the Vice-Chancellor.
- b. Staff and others - enforcement of payment of the fine will be through the usual process for fine collection.

Section 5 - Definitions

(31) For the purpose of this Policy and Procedure:

- a. Authorising Officer: an officer or employee of the University who is formally appointed by the Executive Director, Infrastructure and Operations to act under the [University Grounds Statute 2009](#).
- b. Penalty Unit: Victorian Government fees and penalties can be found via the [Treasury and Finance - Indexation of Fees and Penalties](#) website.

Status and Details

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