

 UNSW THE UNIVERSITY OF NEW SOUTH WALES	Smoke Free Environment Policy
UNSW Policy	
Control Number	OHS 668
Responsible Officer	Director Human Resources
Contact Officer	Manager OHS&WC
Authorisation	Chief Operating Officer
Effective Date	1 January 2007
Modifications	
Superseded Documents	Policy for Control of Smoking in the Workplace (March 1991) Smoke Free Environment Policy 2006
Review	This policy will be reviewed annually
File Number	TRIM 2006/0921
Associated Documents	Occupational Health and Safety Policy

1. Purpose

This policy states the commitment of UNSW to reducing the exposure of staff, students, visitors and contractors to Environmental Tobacco Smoke whilst on University premises.

1.1 Background

Various studies show that smoking harms the body and increases the risk of lung cancer and heart disease. It also leads to more minor irritations of eyes, nose and throats. Research also shows that non-smokers who work in a smoke-filled environment have blood nicotine levels equivalent to light or moderate smoking. Whilst smoking is a personal choice and people have the freedom to smoke, the University has designated smoke free areas so as to ensure the health, safety and welfare of its employees, students, contractors and visitors while on campus.

The UNSW Smoke-Free Environment Policy has been developed in consultation with UNSW staff and student representatives. Early versions of the policy were submitted to UNSW Occupational Health and Safety Committees and other stakeholders for comment. This version is approved by the Chief Operating Officer for communication to the University community.

2. Scope

The Smoke-Free Environment Policy applies to all University staff, students, contractors and visitors on campus.

It applies to all University buildings and facilities under UNSW control, including but not limited to:

all enclosed places and all rooms, offices, laboratories, stairwells and the like,

all food preparation and consumption areas,
all areas where combustible or flammable materials or liquids are stored,
all student residences owned by the University,
all University vehicles and boats, and
all areas in the vicinity of or adjacent to (i.e. within 3 metres) of
air-intakes and ventilation systems,
building entrances and exits,
external doors and windows that are open for ventilation, whether or not those
windows are on the ground floor or floors above, and
semi-enclosed thoroughfares such as arcades, balconies and covered walkways.

3. Definitions

No terms were required to be defined in this policy

4. Policy Statement

UNSW is committed to reducing the exposure of staff, students, visitors and contractors to Environmental Tobacco Smoke whilst on University premises.

Smoking is prohibited in all areas identified in scope above.

Smoking by-products such as cigarettes, butts and matches must be disposed of appropriately.

4.1 Legal & Policy Framework

- ☉ NSW OHS Act 2000,
- ☉ OHS Regulation 2001
Smoke-Free Environment Act 2000 (NSW)

Prohibition of smoking in smoke-free areas is covered in Part 2 of the Smoke Free Environment Act.

Smoke-free areas are defined within the Act as any enclosed public space. (*Part 2, Section 6*). The *Smoke-Free Environment Act 2000* (NSW) also creates an offence for smoking in a smoke-free area and for the occupier of smoke-free areas to not allow smoking in the smoke-free areas (*Part 2, Section 7*).

4.1 Recordkeeping

This Smoke Free environment Policy is maintained under Administration file number 2006/0921

4.1 Appeals

In the first instance appeals related to this policy should be raised with the immediate supervisor in the first instance or the local workplace OHS committee member or OHS representative.

Advice can be sought from OHS& Workers Compensation or Security if there are consistent or repeated breaches of this policy.

5. Roles and Responsibilities

University of New South Wales senior management is responsible for the provision of a safe and health workplace for all its staff and student.

Every staff and student is responsible for complying with the requirements of University policy.

6. Implementation

This policy will be implemented by communicating the policy, erecting no smoking signs as needed, continuing to liaise with the university community to obtain best solutions.

7. Related Procedures

None

8. Related Guidelines and Forms

None

9. Support and Advice

The Manager, OHS & Workers Compensation Section of Human Resources on Telephone 9385 2725

10. Evaluation

This policy will be reviewed in accordance with the OHS Management System Review Procedure for relevancy and currency. The review process will include consultation with all stakeholders via the UNSW three tiered OHS consultation structure.