

PL 760 – Smoke-Free Environment Policy

1. Purpose

Outlines TAFE Queensland’s commitment to the health, safety and well-being of its people and environment by being a smoke-free environment from 1 July, 2018.

2. Overview

Policy Intent:

TAFE Queensland is committed to providing a safe and healthy environment for staff, students, contractors, and visitors, including a focus on eliminating risks associated with smoking from TAFE Queensland campuses and sites.

As part of this commitment TAFE Queensland will from 1 July, 2018 be a smoke-free environment. This means that the intent is clear and an active transition to a smoke-free environment will be underway, or achieved, with active promotion of the smoke-free vision across TAFE Queensland.

Policy Principles:

TAFE Queensland is committed to the following principles for the implementation of a smoke-free environment:

Principle 1: TAFE Queensland is committed to maintaining a safe and healthy environment.

Principle 2: TAFE Queensland will work to eliminate the adverse effects of smoking and passive smoking by banning smoking on all campuses and sites.

Principle 3: TAFE Queensland will communicate its commitment to a smoke-free environment through appropriate signage and other communication methods.

Accountability:

The Chief Human Resources Officer is accountable for ensuring the management and maintenance of this policy, including ensuring its continued appropriateness to the business, compliance with legislation and periodic review.

TAFE Queensland Executives are responsible for administering this policy for TAFE Queensland, ensuring site based management and implementation plans are in place.

3. Audience

3.1 This policy applies to TAFE Queensland’s:

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|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | Board |
| <input checked="" type="checkbox"/> | Chief Executive Officer |
| <input checked="" type="checkbox"/> | Corporate Office Staff |
| <input checked="" type="checkbox"/> | Regional Staff |
| <input checked="" type="checkbox"/> | Students |
| <input checked="" type="checkbox"/> | Contractors/Visitors |

4. Policy

TAFE Queensland as a Smoke-Free Environment:

- 4.1** TAFE Queensland is committed to a smoke free environment from 1 July, 2018.
- 4.2** From 1 July, 2018 smoking is prohibited by staff, students, contractors, visitors, and members of the public on all TAFE Queensland campuses and sites, including:
- (a) All TAFE Queensland campuses (including grounds, buildings, and facilities);
 - (b) All TAFE Queensland owned or leased sites used for the delivery of education, training, and other services; and
 - (c) All TAFE Queensland owned or leased vehicles, or private vehicles used for business purposes.

Communication of TAFE Queensland as a Smoke-Free Environment:

Signage:

- 4.3** All TAFE Queensland campuses and sites must ensure that appropriate smoke-free signage is installed in relevant areas, including:
- (a) At the main entrance of TAFE Queensland campuses;
 - (b) At all buildings on TAFE Queensland campuses, including access ramps, roof terraces, balconies, and loading and loading bays, and former designated smoking areas; and
 - (c) In TAFE Queensland vehicles, where appropriate.

Other Forms of Communication:

- 4.4** TAFE Queensland will further communicate its status as a smoke-free environment to staff via:
- (a) Prior to employment: Through the [TAFE Queensland website](#);
 - (b) At commencement: Through the staff induction program; and
 - (c) During employment: Through periodic communication strategies.
- 4.5** TAFE Queensland will further communicate its status a smoke-free environment to students via:
- (a) Prior to enrolment: Through the [TAFE Queensland website](#);
 - (b) At commencement: Through orientation with the [Student Rules and Policies](#); and
 - (c) During enrolment: Through periodic communication strategies.
- 4.6** TAFE Queensland will ensure that information and resources for quitting smoking are available to support staff and students, including access to Quitline via telephone 137 84, and the Quit website at www.quit.org.au.

Managing Compliance with TAFE Queensland as a Smoke-Free Environment:

- 4.7** TAFE Queensland Executives have discretion to monitor TAFE Queensland campuses and sites to manage compliance with this policy through designated staff, including assigning security, staff responsible for the management of security, facilities staff, or other staff to monitor campuses or sites, including former designated smoking areas and known smoking 'hot spots'.

Initial Management of Instances of Smoking:

- 4.8** TAFE Queensland staff and students are required to refrain from smoking on TAFE Queensland campuses and sites.
- 4.9** In the first instance, staff can provide staff and students smoking on TAFE Queensland campuses and sites with reminders that TAFE Queensland is a smoke-free environment.

Management of Repeated Instances of Smoking:

- 4.10** Cases of repeated instances of smoking on TAFE Queensland campuses and sites will be managed under the terms of the:
- (a) [Disciplinary Procedure](#) (for staff); and
 - (b) [Student Discipline and Appeals Procedure](#) (for students).

5. Definitions

Personal Vaporiser or E-Cigarette:

E-cigarettes, e-cigars, vapour pens, personal vaporiser, or any other device used for the inhalation, exhalation or emission of a substance.

Smoking:

The action of inhalation, exhalation, or emission of the smoke of a burning tobacco product, herb, or drug, or the vapour from a personal vaporiser, e-cigarettes, or other device.

TAFE Queensland Campus or Site:

- All TAFE Queensland campuses (including grounds, buildings, and facilities);
- All TAFE Queensland owned or leased sites used for the delivery of education, training, and other services; and
- All TAFE Queensland owned or leased vehicles, or private vehicles used for business purposes.

Tobacco Product:

All tobacco, cigarettes, cigar, water-pipe or any other product containing tobacco designed for human consumption or use.

6. Legislative and Policy Basis

Authority:

[Work Health and Safety Act 2011](#)

Related Policies/Procedures and Other Documents:

[Work Health and Safety Policy](#)

[Student Rules and Policies](#)

[Student Discipline and Appeals Procedure](#)

[Disciplinary Procedure](#)

7. Document History and Contact Details

Version:

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| Number: | PL 760 |
| Version: | 1.0 |
| Implementation Date: | 12/03/18 |
| Review Date: | 01/04/19 |

Revision History:

| Revision Date: | Summary of Amendments: | Prepared By: | Version: |
|-----------------------|-------------------------------------|------------------------------------|-----------------|
| 12/03/18 | Development of official version 1.0 | Petrina Hilton and Fran Dabelstein | 1.0 |

Contact Details:

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