

Smoke-Free Workplace & Procedures

1. Preamble

- 1.1 University of Western Sydney has an obligation under the *Occupational Health and Safety Act, 2000* to provide a safe and healthy work environment for all members of staff. The *Act* requires that every employee, while at work, must take care for the health and safety of other persons, and co-operate with his/her employer in complying with the requirements of the *Act*.
- 1.2 To fulfil our obligations and to achieve the University's objectives of providing a safe and healthy working environment UWS has a non-smoking procedure that aims to provide a workplace atmosphere free of pollutants, caused by tobacco smoke.
- 1.3 These procedures aims primarily to protect the health of non-smokers and smokers while in the University's working, studying and living environment. UWS recognises that the Smoke-Free Workplace Procedures addresses just one aspect of workplace air quality and is committed to complying with other relevant Australian Standards e.g. AS3666.

2. Aims

- 2.1 **Smoking is prohibited in all workplaces within the University, in particular:**
 - 2.1.1 Large work areas covered by this include lecture theatres, lecture rooms, examination rooms, and laboratories. Smaller work areas include meeting rooms, common rooms, tutorial and seminar rooms, public offices, lifts, dining rooms, snack bars, corridors, stairways, change rooms, showers, toilets, and sheds are smoke-free.
 - 2.1.2 All University vehicles, which include buses, vans, tractors and boats, are deemed as workplaces.
 - 2.1.3 Smoking in any outdoor area of the University, including all locations leased or controlled by the University is subject to the following restrictions:

- (i) It must not be adjacent to the entrances and exits, reception, foyer or customer service areas of buildings;
- (ii) It must not be adjacent to any windows or intakes for air-conditioning plants or units;
- (iii) Designated/identified hazardous storage areas, fuel and explosive storage areas, and areas where specific toxic substances are stored.

3. Objectives

3.1 The objectives of the Procedures are to:

- (i) Minimise the risks of ill health caused by passive or involuntary inhalation of tobacco smoke in workplaces.
- (ii) Protect the rights of non-smokers to a smoke-free working, studying and living environment.
- (iii) Develop a greater awareness of staff to the risks of smoking and involuntary inhalation of tobacco smoke.

4. Procedures

4.1 All new employees: will be advised at induction that UWS has a Smoke-free Workplace Procedure in place.

4.2 Managers and Supervisors: are to be aware of this procedure, and take appropriate action if non-compliance occurs by:

- (i) Consulting with all affected staff on the Smoke-Free Workplace Procedures,
- (ii) Informing staff who are smokers to seek advice from appropriate educational and advisory services;
- (iii) Enforce the procedures, noting that there are absolutely no exceptions to the procedures allowed, and
- (iv) Placing appropriate signs in areas under their control.

4.3 Staff Students and others: In the first instance a person who sees any person smoking in a non-smoking area should advise the person that smoking is not permitted in the workplace and ask them to cease. Should the person refuse the matter should then be referred to the relevant supervisor:

- (i) Actively support other persons who are endeavouring to cease smoking,
- (ii) Report contraventions of the Smoke-Free Workplace Procedures to the respective manager or supervisor.

4.4 Visitors, Contractors and members of the public: Visitors, contractors and members of the public should be made aware of the University procedures in relation to smoke-free workplaces and asked to cooperate.

5. Breaches of Procedures

5.1 Compliance with these procedures will be handled in a supportive manner by University management. In the event of failure to comply with these procedures, the following will apply:

5.1.1 Breaches of the University's procedures on smoking will also be deemed to be breaches of the *Occupational Health & Safety Act 2000*.

5.1.2 Complaints arising from staff smoking in non-smoking areas should be directed to their immediate supervisor.

5.1.3 If smoking continues, the staff member will be counselled and given an explanation of UWS obligations under the *Occupational Health & Safety Act, 2000*. The staff member's obligations under the *Act* will also be explained and consideration for co-workers will be stressed. Enquiries will be made regarding whether the member of staff required assistance to stop smoking, i.e. provision to attend one "Quit" program and/or arrangements for counselling. The staff member will be directed to refrain from smoking in the workplace.

- 5.1.4 If the staff member continues to smoke after a period of two weeks, a further counselling session will take place. Further counselling will be coordinated through the Division of Human Resources. The structure of the disciplinary interview will be explained and also what the staff member's rights are during the interview i.e. the interview will follow normal UWS procedures.
- 5.1.5 If smoking continues, a formal disciplinary interview will take place.
- 5.1.6 Students who wilfully disregard the University's procedures on smoking may have action taken against them under Non Academic Misconduct Policy.
- 5.1.7 Complaints arising from students smoking in non-smoking areas should be directed to Heads of Units.

6. References, Information & Resources

- 6.1 Quite Smoking: <http://www.quitnow.info.au>
- 6.2 World Health Organisation Tobacco Site:
<http://www.who.int/toh>
- 6.3 Smoke-Free Environment Act 2000:
http://www.austlii.edu.au/au/legis/nsw/consol_act/sea2000247
- 6.4 NSW Cancer Council
153 Dowling Street, Woolloomooloo, 2011
Phone: (02) 9334 1900
- 6.5 Heart Foundation
41407 Elizabeth Street, Surry Hills, 2020
Phone: 1300 362 787
- 6.6 SAN Centre for Health:
<http://www.sah.org.au>
185 Fox Valley Road, Wahroonga, 2076
Phone: (02) 9487 9487