



IMPLEMENTATION

Aim

To prescribe the responsibilities and actions required for the management of smoking at the workplace and to meet the primary duty of care requirements of the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#) Sections 19 and 28 and the [HSW Policy](#).

1 Objectives

1.1 To ensure that workers take reasonable care for their own health and safety and do not adversely affect the health and safety of other people [WHS Act, 2012: section 28], through exposure to tobacco smoke and e-cigarette vapour.

2 Scope and application

2.1 Inclusions

This process applies to:

- all persons outlined in the scope of the University’s [HSW Policy](#);
- all persons on University premises or grounds;
- all campuses, properties, buildings, vehicles or other areas owned, controlled or leased by the University; except where a specific exemption has been granted such as may be required in relation to student accommodation; and
- all retail vendors operating on University owned, controlled or leased premises.

Smoking includes both tobacco and e-cigarette products (see [definitions](#)).

2.3 Exemptions

All exemptions must be authorised by the Deputy Vice-Chancellor (Academic).

Where approved, this information will be displayed on the [HSW Website](#).

3 Process:

Person Responsible	Actions
3.1 All persons	<input type="checkbox"/> Refrain from smoking on or in any University owned, controlled, managed or leased premises or grounds, and in or on any vehicle owned, hired or leased by the University that are not subject to an exemption . <input type="checkbox"/> Promote the campus as a non-smoking venue and if issues of non-compliance arise, encourage the person to extinguish any lit tobacco/e-product or if assistance required report the issue using the: <ul style="list-style-type: none"> <input type="checkbox"/> on-line HSW reporting app; or <input type="checkbox"/> web-based on-line form, using your University login, for follow-up.

HSW Handbook	Smoke-free University	Effective Date:	20 January 2020	Version 5.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	20 January 2023	Page 1 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

3 Process:

Person Responsible	Actions
<p>3.2 Supervisor Project Manager Security Director, HSW Executive Director, Academic & Student Engagement</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Follow up any issues of reported non-compliance. <p>Where non-compliance continues to be observed the following options may be applied.</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>For employees</u>: address any breach of this process as misconduct. <input type="checkbox"/> <u>For students</u>: take action in accordance with the University Statute “Conduct of Students in the University”. <input type="checkbox"/> <u>For contractors</u>: inform the contract manager and take the necessary action to ensure that the matter is addressed with the contractor. <input type="checkbox"/> <u>For visitors</u>: Security to inform them of the University’s policy and process and to leave the campus.
<p>3.3 Director, HSW</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Provide information and support to those who wish to quit smoking via the University’s Wellbeing Program. <input type="checkbox"/> Assist with resolving issues that arise and the implementation of any exemptions that are authorised. <input type="checkbox"/> Include information for “Smoke-free University” on the HSW website.
<p>3.4 Senior Manager, Facilities Management/Maintenance Operations</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Assess and supply adequate and appropriate signage related to “Smoke free University” for all University campuses, grounds and other properties. <input type="checkbox"/> Ensure that the signage wording is appropriate to the objective. <input type="checkbox"/> Ensure that the placement of signage is sufficient to inform casual visitors to the University campuses of the smoke free status of the University grounds. <input type="checkbox"/> Ensure that appropriate receptacles are provided at campus entrances for disposal of cigarette butts.
<p>3.5 All retail vendors or other persons</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Refrain from offering tobacco/e-cigarette products or any type of smoking paraphernalia for sale, trade or free of charge on or in any University campus, buildings or other areas owned, controlled or leased by the University.
<p>3.6 Deputy Vice Chancellor (Academic)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Authorise, in consultation with the Director, HSW where reasonable, exemptions in relation to student accommodation or other reasons for which an exemption may be warranted. <input type="checkbox"/> Inform Infrastructure Branch of any exemptions that have been authorised.

4 Definitions

E-cigarette [in accordance with the [Tobacco and E-Cigarette Products Act 1997 \(SA\)](#)] means—

(a) a device that is designed to generate or release an aerosol or vapour for inhalation by its user in a manner similar to the inhalation of smoke from an ignited tobacco product; or

(b) a device of a kind declared by the Minister by notice in the Gazette to be an e-cigarette, but does not include a device of a kind excluded from the ambit of this definition by the regulations;

4 Definitions (Continued)

E-cigarette product [in accordance with the [Tobacco and E-Cigarette Products Act 1997 \(SA\)](#)] means—

- (a) an e-cigarette; or
- (b) any part comprising an e-cigarette; or
- (c) a cartridge, capsule or other container designed to contain a liquid, aerosol, gas, vapour or other substance for use in an e-cigarette; or
- (d) a heating element designed for use in an e-cigarette; or
- (e) a battery designed for use in an e-cigarette; or
- (f) a product of a kind prescribed by the regulations.

Smoke [in accordance with the [Tobacco and E-Cigarette Products Act 1997 \(SA\)](#)] means—

- (a) in relation to a tobacco product—smoke, hold or otherwise have control over, an ignited tobacco product; or
- (b) in relation to an e-cigarette—inhale from, hold or otherwise have control over, an e-cigarette that is in use.

Tobacco product [in accordance with the [Tobacco and E-Cigarette Products Act 1997 \(SA\)](#)] means—

- (a) a cigarette; or
- (b) a cigar; or
- (c) cigarette or pipe tobacco; or
- (ca) shisha tobacco; or
- (d) tobacco prepared for chewing or sucking; or
- (e) snuff; or
- (f) any other product, of a kind prescribed by regulation, that is comprised of or contains tobacco; or
- (g) any product (other than an e-cigarette product) that does not contain tobacco but is designed for smoking, and includes any packet, carton, shipper or other device in which any of the above is contained;

5 Performance Measures

The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

6 Useful information and resources

6.1	University related documents Healthy University Wellbeing Program (Wellbeing events, activities and resources)
6.2	Related Legislation Tobacco and E-Cigarette Products Act (1997) SA Tobacco and E-Cigarette Products Regulations 2019 (SA) Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA)
6.3	Useful Web-links University Employee Assistance Program (EAP) SafeWork SA SafeWork Australia Quitline SA SA Health website