



# 3.13 Smoke-free University

## 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.

### 3.13.1 Objectives

3.13.1.1 To ensure that workers are advised of their WHS responsibilities to take reasonable care for their own health and safety and not adversely affect the health and safety of other people [WHS Act, 2012: section 28], as part of their induction to the University.

### 3.13.2 Scope

#### 3.13.2.1 Inclusions

This process applies to:

- all persons outlined in the scope of the University's [HSW Policy Statement](#);
- 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.

#### 3.13.2.2 Exemptions

All exemptions must be authorised by the Deputy Vice-Chancellor (Academic). Where approved, this information will be displayed on the [HSW Website](#).

### 3.13.3 Process:

Person Responsible	Actions
<p>3.13.3.1 <b>Head of School/ Branch</b> (Any or all of these tasks can be delegated to School/Branch workers, e.g. the local area Manager/ Supervisor or Health and Safety Officer/Co-ordinator, however the Head of School/Branch must monitor the required actions on a regular basis to ensure they are met.)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that a local and <a href="#">HSW web-based induction</a> are completed by the new employee or Higher Degree by Research Students or volunteers/visitors where relevant in accordance with the <a href="#">HSW Induction chapter</a> of the Handbook, which will inform them of their responsibilities in regard to smoking at the workplace.</li> <li><input type="checkbox"/> Record the date(s) of the induction on the School/Branch/area Training Needs Analysis as applicable.</li> </ul>

HSW Handbook	3.13 Smoke-free University	Effective Date:	9 September 2016	Version 4.0
Authorised by	Chief Operating Officer and Vice-President (Services and Resources)	Review Date:	9 September 2019	Page 1 of 3
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

3.13.3 Process:

Person Responsible	Actions
<p>3.13.3.2 All persons</p>	<ul style="list-style-type: none"> <li><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 <a href="#">exemption</a>.</li> <li><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 product or if assistance required report:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> the name of the worker or student to the relevant Manager/Supervisor/Project Manager/Student Services; or</li> <li><input type="checkbox"/> details of the visitor(s) and location to Security office; or</li> <li><input type="checkbox"/> any ongoing concerns to the Associate Director, HR Compliance and Improvement Services.</li> </ul>                     for follow-up.                 </li> </ul>
<p>3.13.3.3 Heads of School/ Branch or Manager/ Supervisor</p> <p>Project Manager</p> <p>Security</p> <p>Associate Director, HR Compliance and Improvement Services</p> <p>Manager Student Services</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow up any issues of reported non-compliance.</li> </ul> <p><b>Where non-compliance continues to be observed the following options may be applied.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>For employees:</u> address any breach of this process as misconduct.</li> <li><input type="checkbox"/> <u>For students:</u> take action in accordance with the University Statute “Conduct of Students in the University”.</li> <li><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.</li> <li><input type="checkbox"/> <u>For visitors:</u> Security to inform them of the University’s policy and process and to leave the campus.</li> </ul>
<p>3.13.3.4 Director, Human Resources Branch (or delegate)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide information and support to those who wish to quit smoking via the <a href="#">University’s Wellbeing Program</a>.</li> <li><input type="checkbox"/> Assist with resolving issues that arise and the implementation of any exemptions that are authorised.</li> </ul>
<p>3.13.3.5 Manager, Campus Services</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess and supply adequate and appropriate signage related to “Smoke free University” for all University campuses, grounds and other properties.</li> <li><input type="checkbox"/> Ensure that the signage wording is appropriate to the objective.</li> <li><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.</li> <li><input type="checkbox"/> Ensure that appropriate receptacles are provided at campus entrances for disposal of cigarette butts.</li> </ul>

3.13.3 Process:

Person Responsible		Actions
3.13.3.6	All retail vendors or other persons	<input type="checkbox"/> Refrain from offering tobacco 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.
3.13.3.7	Deputy Vice Chancellor (Academic)	<input type="checkbox"/> Authorise, where it is considered reasonable, exemptions in relation to student accommodation or for other reasons where an exemption may be warranted. In all cases of exemption, an outdoor smoking area would need to be designated that is both legally compliant and minimises the exposure of staff, students and contractors to passive smoking. <input type="checkbox"/> Inform Human Resources Branch and Infrastructure Branch of any exemptions that have been authorised.

3.13.4 Performance Measures

Human Resources will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objective and targets of this process.

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

3.13.5 Useful information and resources

3.13.5.1	Healthy University Wellbeing Program <a href="https://www.adelaide.edu.au/hr/hsw/wellbeing/programs/">https://www.adelaide.edu.au/hr/hsw/wellbeing/programs/</a> Quit smoking : <a href="http://www.nicorette.com.au/">http://www.nicorette.com.au/</a> Quit SA : <a href="http://www.quitsa.org.au/asp/home.aspx">http://www.quitsa.org.au/asp/home.aspx</a> Tobacco Legislation : <a href="http://www.tobaccolaws.sa.gov.au/Default.aspx?tabid=50">http://www.tobaccolaws.sa.gov.au/Default.aspx?tabid=50</a>
3.13.5.2	<b>Related Legislation</b> <ul style="list-style-type: none"> <li><a href="#">Work Health and Safety Act and Regulations 2012 (SA)</a></li> </ul>