

Smoke-Free Procedure



1 Purpose

To ensure the University is a healthy, smoke-free work and study environment.

2 Scope

This procedure applies to University Members, Students and Visitors on a University campus, property or in a University vehicle.

3 Procedure Overview

This procedure details that it is not permissible to smoke on any University campus, property or in a University vehicle.

4 Procedures

4.1 Smoke-free environment

Smoking is not permitted anywhere on University property including all campuses, owned or leased premises, land or vehicles, research facilities, carparks, sporting facilities and ovals and undercover areas.

Dedicated campus maps show the location boundaries of University property for this purpose.

The University will ensure that appropriate entrances to University campuses are adequately signed with Information about the University's smoke-free status. Other mechanisms will also be used to raise awareness including printed material, pre-commencement Information for new Students and Employees, and Information via orientation and induction programs and at relevant University events.

4.2 Support

The University will provide Employees and Students with access to appropriate Information, support and resources to reduce or [quit Smoking](#).

4.3 Compliance

All University Members, Students and Visitors to the University are responsible for contributing

to a supportive and respectful culture and maintaining a smoke-free environment through compliance with the requirements of this procedure.

Any University Member, Student or Visitor found to be Smoking on University property should be reminded of the smoke-free initiative, requested to stop Smoking and to relocate to an area outside University property if they wish to continue Smoking.

The University recognises that University Members, Students and Visitors have a personal choice to smoke. The University also recognises the rights of those who do not smoke to work and study in an environment free from smoke and has a responsibility to protect University Members, Students and Visitors from as many avoidable health risks as possible. When moving off campus to smoke, smokers must consider their own personal safety and are strongly encouraged to choose an area that is not remote, is safe and is well-lit at night.

The University is committed to providing support for Employees and Students who wish to stop Smoking. However, a persistent failure to comply with relevant policies and procedures may result in disciplinary action or penalty. Failure to comply will be managed and dealt with under the provisions of the relevant University Policy, Procedure or contract as applicable.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Subordinate Schedules	
Accountable Officer	Executive Director (Campus Services)
Responsible Officer	Executive Director (Campus Services)
Policy Type	University Procedure
Approved Date	13/6/2019
Effective Date	20/5/2019
Review Date	3/4/2022
Relevant Legislation	<u>Tobacco and Other Smoking Products Act 1998 (Qld)</u>

	<u>Work Health and Safety Act 2011 (Qld)</u>
Related Policies	<u>Code of Conduct Policy</u> <u>Employee Complaints and Grievances Policy</u> <u>Environmental Management Policy and Procedure</u> <u>Hire of Facilities Policy and Procedure</u> <u>Motor Vehicle Policy and Procedure</u> <u>Student Code of Conduct Policy</u>
Related Procedures	<u>Employee Grievance Procedure</u> <u>Motor Vehicles and Travel Fatigue Procedure</u> <u>Student Complaint Management Procedure</u> <u>Student General Misconduct Procedure</u> <u>Visitors on University Sites Procedure</u> <u>Work Health and Safety Procedures and Safety Manuals Procedure</u>
Related forms, publications and websites	<u>Smoke-free website</u>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p><u>Employee</u></p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><u>Information</u></p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</p>

Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

Procedure

An operational instruction that sets out the process to operationalise a Policy.

Smoking

The inhalation and exhalation of the smoke of burning tobacco, herbs or drugs. Smoking also refers to the use of electronic cigarettes or other devices. Electronic cigarettes include but are not limited to e-cigarettes, e-cigars, vapour pens, or a personal vapour and includes any product where there is a hand to mouth action and/or results in the expulsion of a vapour. Source: Adapted from Queensland University of Technology and the Tobacco and Other Smoking Products Act 1998 (Qld).

Student

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

University

The term 'University' or 'USQ' means the University of Southern Queensland.

University Members

Employees of the University whose conditions of employment are covered by the USQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; Members of the University Council and University Committees; Visiting and adjunct academics; Volunteers who contribute to University activities or who act on behalf of the University; Individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors and consultants, where applicable.

Definitions that relate to this procedure only

	Visitor Includes anyone not employed or studying at the University, or any other persons, whilst they are present at, or in, a University campus, property or vehicle.
Keywords	Smoking, compliance, quitting, drugs
Record No	13/439PL