

Procedures & Principles



Part B: Smoke Free
Number: OP-17/02

Policy manager:	Safety & Wellbeing Manager	Date approved:	Nov 1993
Category:	Operational	Date last revised:	Oct 2017
Refined category:	Human Resources	Next review date:	Oct 2020
Authorised by:	Chief Executive		

Smoke Free

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1. Definitions

Act	The Smoke-free Environments Act 1990 (and subsequent amendments)
Smoke	To smoke, hold, or otherwise have control over an ignited tobacco or herbal product, weed, or plant; electronic cigarette (e-cigarette); personal vaporizer; or electronic nicotine delivery system. “Smoked”, “smoking”, “vape” and “vaping” have corresponding meanings.
Wintec property	<ul style="list-style-type: none">• All buildings on Wintec campuses• All grounds and outdoor spaces on Wintec campuses• Wintec fleet vehicles• Events and event venues on Wintec sites• Wintec student accommodation• Wintec carparks• Tenanted offices and work areas on Wintec sites

2. Expectations

Smoking, including the use of electronic cigarettes and personal vaporizers, is not permitted on any Wintec site, including buildings and grounds external to buildings, fleet vehicles and car parks.

Individuals, as far as practicable, will be protected from the effects of tobacco smoke while on Wintec property.

Support and advice on smoking cessation will be available from the Wintec Health Centre to anyone wishing to use this service.

Concerns relating to breaches of this policy will be addressed in a timely and sensitive manner.

Wintec will meet the requirements of smoke-free legislation.

No smoking information will be provided to all staff, students, contractors, visitors and tenants on a regular basis.

Students will be provided with no smoking advice at orientation and on the first day of a course of study by staff.

Individuals wishing to smoke will do so outside Wintec site boundaries. Boundaries will be clearly indicated on Wintec maps.

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No smoking signage will be clearly visible throughout Wintec and information regarding the policy made available on the staff and student intranet.

3. Complaints reporting and management

Individuals who believe on reasonable grounds that an individual or individuals are smoking on Wintec property, should contact Security or make a report through Vault, Wintec's health and safety reporting system; or make a complaint through the channels described in the Student Feedback policy.

Any complaint or breach of this policy will be followed up by Security and / or the Safety & Wellbeing Manager and a response provided as soon as possible or within five working days after receipt of the complaint.

Individuals seen to be smoking on campus will be asked not to smoke according to the policy.

Continued breaches of the policy may result in disciplinary action. Each breach will be considered on a case by case basis.

4. Responsibilities

The **Chief Executive** approves the policy and procedures, and takes all practicable steps to ensure a smoke-free environment at Wintec.

The **Facilities Manager** ensures smoke-free signage is clearly visible and available throughout Wintec.

The **Safety & Wellbeing Manager** develops and maintains the policy and provides advice on any complaints.

The **Wintec Health Centre** provides smoking cessation advice and support to staff and/or students as required.

All individuals at Wintec are required to comply with this policy.

5. Measurements of success

Wintec maintains a smoke-free environment.

Complaints relating to this policy are responded to within five working days of receipt of the complaint.

6. Records management

In line with the Public Records Act 2005, Wintec is required to provide a records management programme to ensure that authentic, reliable and usable records are created, captured and managed to a standard of best practice and to meet business and legislative requirements. All records relevant to a specific policy need to be listed in every policy in the following format:

Record	Minimum retention period	Disposal action
[Name of record]	[How long do we need to keep the record – refer RMA guidelines]	[Specify – e.g. destroy or keep as public record. Refer RMA guidelines]