

## Non Smoking Policy & Procedure

Document Number: OHS&W 019 006 Ver 2

# NON SMOKING POLICY & PROCEDURE

**POLICY OWNER:** Human Resources

**PURPOSE:**

The purpose of the policy is to protect the health of St Peter's College employees, contractors and visitors by eliminating exposure to environmental tobacco smoke in and around all School buildings, on School grounds and in School vehicles.

**SCOPE:**

This policy applies to all Staff employed by St. Peter's College, all visitors to the School and all Contractors.

**REFERENCES:**

Work, Health & Safety Act 2012  
Work, Health & Safety Regulations 2012

**ALIGNMENT TO SCHOOL STRATEGIC PLAN:**

Towards a Preferred Future – A Strategic Plan for St Peter's College 2011 – 2014 underpins this policy & procedure.

**BACKGROUND TO POLICY:**

Smoking is known to be a contributory factor in many serious and fatal illnesses such as cancer. However, exposure to smoke (passive smoking) can be equally dangerous to non-smokers, who breathe in other people's smoke (Environmental Tobacco Smoke). Passive smoking can affect smokers and non-smokers.

The dangers of passive smoking have been extensively documented and since 1986 there have been at least 34 substantive research studies undertaken in Australia and overseas that confirm the impact of ETS on workers and the general public. Since that date the damage caused by ETS exposure in the workplace has been repeatedly affirmed by the major health organisations of Australia, the USA, the UK, and elsewhere.

**POLICY:**

St Peter's College has a legal obligation to provide a safe and healthy workplace under legislation such as the Occupational Health, Safety & Welfare Act 1986 as amended. A workplace can constitute both indoor and outdoor places, including School motor vehicles.

**As such, St Peter's College is a smoke free campus.**

It is therefore a requirement that all the School's:

- owned or leased buildings,
- private residences,
- outdoor, open space areas, including playing fields and ovals and
- School owned and leased motor vehicles (including vehicles hired to transport students & staff, boats and/or equipment),

will be tobacco (including cigarette, pipe and cigar etc.) smoke free environments at all times.

# NON SMOKING POLICY & PROCEDURE

Notwithstanding that the School campus is smoke free, it is important that staff present as appropriate role models for students and also that the drift of smoke into smoke free environments is prevented. Therefore, staff should not smoke in the vicinity of the School grounds.

Staff are not to smoke in the presence of students whilst carrying out School related activities.

Staff responsible for organising functions for parents, friends or for outside organisations are to advise those attending the functions at the earliest opportunity that the School's buildings, residences, gardens, open spaces and vehicles are tobacco (including cigarette, pipe and cigar etc.) smoke free environments at all times.

External organisations which hire the School's facilities are to be advised that the School is a smoke free environment.

Staff responsible for organising contractors are to ensure that all contractors are advised of the School's policy prior to commencing work on the School grounds. This will also be a requirement of the induction process for contractors.

Given that the School is a smoke free campus, it is expected that spectators attending sporting events will adhere to this policy.

## PROCEDURE:

### Support Programs

St Peter's College values its staff and recognizes they can best fulfill their duties when healthy. St Peter's College supports its staff who wish to quit smoking and will offer the following assistance:

- Attendance at courses or seminars
- Nicotine Replacement Therapies.

### Role of Managers

Managers are responsible for :

- Providing leadership with respect to the Non Smoking Policy and Procedure.
- Ensure that all new and existing staff, volunteers, visitors and contractors are provided with updated information about the Non Smoking Policy.
- Provide staff with information about the smoking cessation supports available.
- Comply with all aspects of the Non Smoking Policy and Procedure.
- Carrying out their duties in a manner which does not adversely affect their own health and safety, of the health and safety of others in the

---

# NON SMOKING POLICY & PROCEDURE

---

## **Role of Employees:**

workplace.

- Sharing the responsibility to politely remind visitors to the School of the smoking restrictions and to invite compliance with the policy. The only exception to this is if staff have reason to believe that a person may escalate violence towards them.

## **Disciplinary procedures:**

Staff adherence to this policy is a condition of employment. Any breach of the policy will lead to normal disciplinary procedures being applied.

## **COMMUNICATION:**

The Director of Human Resources is responsible for promulgating this policy and procedure to all relevant staff.

This policy and procedure will be available on the School's Information Portal - Keystone.