



Policy: Smoke-free

Purpose

The purpose of this policy is to provide University staff, students, visitors, volunteers and contractors with a safe and healthy, smoke-free, working and learning environment.

Overview

This policy recognises the well documented adverse effects of smoking, passive smoking and tobacco products. It prohibits all smoking and the use of all smoking products (The Tobacco and Other Smoking Products Act 1927 defines a smoking product as a tobacco product, herbal product, personal vaporiser or personal vaporiser product) anywhere on all of the University's campuses, including buildings, properties, grounds, and workplaces. It prohibits smoking and the use of smoking products, including tobacco, marijuana/cannabis, herbal or vaporiser in all vehicles on campus and used for business purposes, and the promotion, and advertising of smoking and tobacco products on University's lands. The policy prohibits tobacco-industry funded activities.

The only exceptions to smoking tobacco products on campus are signposted Designated Outdoor Smoking Areas (DOSA) as determined by the University and agreed to by University accommodation services and individual student residences.

Scope

This policy applies to all:

- staff members and all individuals who enter into particular relationships with the University for a specified time period or time periods, including all University staff, students, contractors and visitors, as defined by the University's [Code of Conduct](#);
- retail vendors and tenants operating or occupying university owned, controlled or leased grounds and premises including Mt Stromlo Observatory, Siding Spring Observatory, Kioloa coastal campus, Spring Valley farm, North Australian Research Unit and Warramunga Seismic Station; and
- residential properties, including the student residences, owned by the University.

Policy statement

Commitment

1. The University is committed to providing a safe and healthy campus environment for staff, students, contractors and visitors.
2. The University is committed to minimising the adverse effects of smoking, passive smoking and tobacco use to staff, students, contractors and visitors.

Smoke-free environment

3. All smoking (including tobacco, marijuana/cannabis, herbal or vaporiser) is prohibited anywhere on all University campuses except in accordance with this policy, including in all;
 - University's buildings, properties, grounds and workplaces;
 - vehicles on campus; and
 - vehicles used for business purposes or owned by the University.

Tobacco-free environment

4. The use of tobacco products, is prohibited anywhere on all University campuses except in accordance with this or other University policy, including in all University:
 - buildings, properties and workplaces; and
 - vehicles.
5. Advertising and promotion of tobacco products are prohibited:
 - on all University campuses;
 - in all University's buildings, properties and workplaces; and
 - in all University's vehicles.

Tobacco related sponsorships and investments

6. The University does not accept gifts, awards, endowments and sponsorship from the tobacco industry for any purpose.
7. The University does not make direct investment in companies directly involved in the tobacco industry.

Sale of cigarettes, tobacco and smoking implements

8. The University restricts the sale of cigarettes, tobacco, cannabis and smoking implements for new licences, leases or vendors.

Residential properties

9. Smoking and the use of tobacco products are restricted to designated outdoor smoking areas.
10. Smoking and the use of cannabis products in residential properties are prohibited with no exceptions.

Licensed Venues

11. Smoking and the use of tobacco or cannabis products at approved licensed venues within the campus boundaries are prohibited with no exceptions.

Signage

12. The University must ensure that adequate and appropriate signage is installed:
 - at the main entrances to the University's campuses;
 - at other areas and buildings on campuses where appropriate; and
 - in University's vehicles, where appropriate.

Sources of Assistance

13. The University ensures that information or resources on quitting smoking are available to support staff and students.
14. Sources and information on assistance can be found via <https://services.anu.edu.au/human-resources/wellbeing/smoke-free-campus>.

Compliance

15. This policy must be communicated to the University's staff, students, contractors and visitors through the policy/procedure dissemination protocols. Every reasonable effort is to be made to ensure that staff, students, contractors and visitors are aware of the University's status as a smoke-free campus. People are encouraged to voluntarily comply with the policy.
16. In accordance with ANU Code of Conduct, staff, students, contractors and visitors are required to comply with relevant State, Territory and Commonwealth laws and University policies and procedures. Any breaches of the law or this policy are managed in accordance with established procedures.

Responsibilities

17. Staff or students who are exposed to smoke should (where appropriate) inform the person smoking that the University is smoke-free. If the exposure to smoke continues, staff, students, contractors or visitors should report to a relevant supervisor/manager or

where no supervisor/manager is directly involved, another appropriate officer e.g. local HR, the Building Custodian, or Security. Where there is uncertainty about who is locally responsible, reports can be made to Work Environment Group on whs@anu.edu.au or by reporting the hazard in Figtree.

18. Officers with responsibilities related to this policy manage issues in accordance with sound management principles of respect, equity and fairness and in consideration of the health and safety of anyone affected by changes related to policy implementation.

Reporting and responses should be proportionate to the circumstances and any risks. Supervisors/managers, local HR, Building Custodians and Security will be provided with information and support to assist in the management of smoking-related issues should they arise.

19. HR Managers have a role in supporting the successful resolution of issues related to smoking on campus by providing information and guidance to relevant parties.

20. Building Custodians monitor and report cigarette butt litter and smoking in the vicinity of buildings to their local management, and take appropriate action to prevent further littering.

21. Facilities and Services (Gardens and Grounds and Security) monitor cigarette butt litter and report smoking 'hot spots' via Figtree. Security has a role in promoting policy compliance where breaches are noted during routine patrols.

22. Contract managers inform contractors of the University's Smoke-Free Policy and take appropriate steps to promote compliance. Online contractor induction training provides contractors with information on the policy.

23. Work Environment Group (WEG) and Facilities and Services collaborate on the ongoing management of the policy.

24. Repeated and serious breaches of the policy is reported to the relevant Dean or Director, who manage such breaches in accordance with established procedures and with guidance from local HR.

25. Instances of serious or repeated policy breaches by a member of staff are reported to Director, Human Resources.

26. Instances of serious or repeated policy breaches by students are reported to Registrar Student Administration.

27. Instances of serious or repeated policy breaches by contractors may result in action in accordance with a breach of contract.

28. Visitors who seriously or repeatedly breach the policy may be asked to leave the campus.

Document information

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