

<b>Name of Policy</b>	ACU Tobacco Free Policy
<b>Description of Policy</b>	The University recognises the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco. ACU is committed to providing a Tobacco Free work and learning environment for all staff, students, volunteers, contractors and visitors.
<b>Policy applies to</b>	<input checked="" type="checkbox"/> University-wide  <input type="checkbox"/> Specific ( <i>outline location, campus, organisational unit etc.</i> )
	<input type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
<b>Policy Status</b>	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
<b>Description of Revision</b>	Extended smoking restrictions

<b>Approval Authority</b>	Vice-Chancellor and President
<b>Governing Authority</b>	Chief Operating Officer
<b>Responsible Officer</b>	Director Human Resources

<b>Approval Date</b>	20 June 2014
<b>Effective Date</b>	1 July 2014
<b>Date of Last Revision</b>	
<b>Date of Policy Review*</b>	1 July 2019

\* Unless otherwise indicated, this policy will still apply beyond the review date.

<b>Related Policies, Procedures, Guidelines and Local Protocols</b>	Work, Health, Safety and Well-being Policy Australian Catholic University Code of Conduct for all Staff Statute 10 – Student Conduct and Discipline
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## 1. Policy Statement

ACU is committed to providing staff, students, visitors, volunteers and contractors with a productive, safe and healthy working and learning environment that protects all from injury, workplace-related illness and potential hazards to their wellbeing. As part of the University's duty of care all reasonable practical steps are taken to identify hazards that could cause harm and to undertake, an evidence-based assessment of the risk associated with the hazard.

In this context, the University is transitioning from 2014 to a Tobacco Free University including a total smoke free environment on all University premises and open spaces. This will reduce potential harm from secondhand/passive smoke from the use of tobacco, provide an environment that encourages persons to be tobacco free, encourage a more sustainable environment and promote a culture of wellness.

## 2. Policy Purpose

This Policy outlines the relevant legislation through which ACU is obliged to undertake its duty of care to provide a safe, clean and health work and learning environment, how this policy is to be applied, roles and responsibilities of staff, students, visitors, volunteers and contractors, implementation transitional arrangements, and support available to promote healthy lifestyles.

Jurisdiction	Legislation
Commonwealth Government	<ul style="list-style-type: none"> <li>• <a href="#"><u>Model Work Health and Safety Act 2010</u></a></li> </ul>
Australian Capital Territory	<ul style="list-style-type: none"> <li>• <a href="#"><u>ACT Work Health &amp; Safety Act 2011</u></a></li> <li>• <a href="#"><u>Smoking (Prohibition in Enclosed Public Places) Act 2003 (ACT)</u></a></li> </ul>
New South Wales	<ul style="list-style-type: none"> <li>• <a href="#"><u>NSW Work Health &amp; Safety Act 2011</u></a></li> <li>• <a href="#"><u>Smoke-Free Environment Act 2000</u></a></li> </ul>
Queensland	<ul style="list-style-type: none"> <li>• <a href="#"><u>QLD Work Health &amp; Safety Act 2011</u></a></li> <li>• <a href="#"><u>Tobacco and Other Smoking Products Amendment Act 2004</u></a></li> <li>• <a href="#"><u>Tobacco and Other Smoking Products Amendment Regulation (No. 1) 2004</u></a></li> </ul>
South Australia	<ul style="list-style-type: none"> <li>• <a href="#"><u>SA Work Health and Safety Act 2012</u></a></li> <li>• <a href="#"><u>Tobacco Products Act 1997</u></a></li> <li>• <a href="#"><u>Tobacco Products Regulations 2004</u></a></li> <li>• <a href="#"><u>Tobacco Products (Smoking Bans in Public Areas—Longer Term) Regulations 2012</u></a></li> </ul>
Victoria	<ul style="list-style-type: none"> <li>• <a href="#"><u>Occupational Health and Safety Act 2004</u></a></li> <li>• <a href="#"><u>Tobacco Act 1987 (Vic)</u></a></li> </ul>

The University further recognises its social responsibility not to encourage tobacco use or to support the tobacco industry.

### 3. Application of Policy

This policy applies to all people who enter University controlled property, facilities, premises and open space including staff, students, visitors, volunteers, and contractors.

The University has adopted the following standards and expectations in the application of the policy:

- All University campus properties will be tobacco free from 1 July 2015.
- All persons on University premises and University open space are entitled to a Tobacco Free environment.
- In adopting a policy for the control of the hazard associated with tobacco smoke the University recognises that for staff members and students the purchase and use of tobacco is not illegal.
- Smoking is prohibited at all times and without exception on all University premises, open space and in University vehicles.
- All members of the university community share the responsibility of adhering to and enforcing the policy and have the responsibility for bringing it to the attention of visitors and/or contractors.
- Smoking is prohibited in all internal and external (outdoor) areas within ACU Student Residences including all Common areas, balconies, internal and external thoroughfares and stairwells. Taking into account student safety, there may be designated sections of external Common Areas where smoking may be permitted.
- University work units which occupy buildings owned or operated by other organisations need to comply with that organisation's tobacco free (smoking) policy. In the absence of a policy, or if it is less stringent than the University policy, then the University policy will apply.
- Smokers are responsible for disposing of their smoker's litter in a responsible and appropriate manner.
- Advertising, sale, or distribution of tobacco is prohibited on ACU campuses.
- The University will not accept funds for research projects, grants, student scholarships or other material considerations from the tobacco industry or related third parties.
- University officials, staff, advisors or other persons representing the University will not accept gifts or enter into any arrangement, association or partnership with representatives of the tobacco industry, directly or indirectly.
- Companies that manufacture tobacco products are excluded from participating in campus careers fairs or other vocational or recruitment activities.
- Breaches of this policy will be managed in accordance with *Code of Conduct for All Staff* or *Statute 10: Student Conduct and Discipline*.

### 4. Promoting Healthy Lifestyles

ACU's Tobacco Free policy encourages members of the University community to adopt a healthier lifestyle through assisting staff and students to give up smoking.

The University recognises that some staff and students may require assistance to quit smoking. We encourage those from within the University's community who are considering quitting smoking to:

- contact their local Doctor or Medical Centre if they are considering quitting; or
- in the case of staff, to utilise the [Employee Assistance Program](#); or
- in the case of students, to seek assistance from the ACU Student Counselling Service.

Professional help to assist staff members and students who wish to stop smoking is available from Quitline (a telephone advisory service available by calling 137 848) or by visiting websites such as [www.icanquit.com.au](http://www.icanquit.com.au).

Further assistance can also be obtained from the [RealTime Health](#) online resource available on the Human Resources Website.

## 5. Roles and Responsibilities

### 5.1. Managers and supervisors of work and learning areas:

- Ensure that staff, students, visitors, volunteers and contractors are aware of this policy;
- Understand their responsibility as managers and supervisors to ensure the policy is enforced;
- Ensure complaints with regard to alleged breaches of the policy are investigated and dealt with quickly and effectively.

### 5.2. All persons on university premises:

- Must not smoke anywhere on University premises, open space or vehicles;
- Must cooperate with the University in the implementation of this policy;
- May request people who are smoking to cease smoking; otherwise report the matter to campus security staff or their local Campus Operations Unit;
- Must follow a request, if asked to cease smoking on University premises, open space or vehicles.

### 5.3. Transitional arrangements

ACU will transition to a tobacco free environment on all campuses by 1 July 2015 by phasing out designated smoking areas as outlined below:

- Victorian campuses will pilot a six months transition program to a tobacco free environment, commencing 1 July 2014
- Subject to a review of the Victorian Pilot, the remaining ACU campuses will transition to a tobacco free environment by 1 July 2015.

### 5.4. Policy implementation

The successful implementation of this policy depends on the courtesy and cooperation of the entire University community. Key implementation strategies will include:

- Appropriate signage will be prominently displayed throughout all ACU campuses' facilities, on the ACU website and elsewhere to inform members of the ACU community and visitors of the Tobacco Free Policy
- The Policy will be communicated in appropriate university publications and contracts. University publications include but are not limited to electronic notifications, social media notifications, handbooks, brochures and other university-generated materials. Contracts include building construction, facility, plant and equipment maintenance, cleaning, security and catering services.
- Educating staff, students, visitors, volunteers and contractors on how to politely remind persons seen not complying with the policy to respect University policy.
- Development of a health and wellbeing program which will include information, resources and assistance for those wishing to quit smoking.

## 6. Policy Review

The University may make changes to this policy and any associated procedures from time to time to ensure consistency with legislation and community standards. The Policy will be reviewed prior to the end of the pilot on the Victorian Campuses to determine whether adjustments are required.

## 7. Definitions

<b>Term</b>	<b>Definition</b>
Smoking	<p>The inhalation and exhalation of the smoke of burning tobacco, herbs or drugs. For the purposes of this procedure, smoking also refers to:</p> <ul style="list-style-type: none"> <li>• any method of consuming by combustion of plant material, herbs, or drugs using any utensil or apparatus including cigarettes, pipes or cigars</li> <li>• e-cigarettes, and</li> <li>• Chewing tobacco.</li> </ul> <p>Note: This procedure does not authorise the smoking or consumption of any substance prohibited by law.</p>
Tobacco products	Includes all tobacco, cigarette, cigar, water pipe or any other product containing tobacco designed for human consumption or use.
University premises	All land, property and any location/site whether on or off campus that may be under the control of ACU or in use by ACU for commercial, academic and/or research purposes, irrespective of whether ACU is the owner, commercial occupier or simply a temporary user of the land, property or location/site.
University vehicles	Include ACU private use vehicles, pool cars, buses, vans, tractors, aircraft and boats.
Tobacco free	Limits or eliminates the use of any tobacco product and also addresses tobacco sales, marketing, and sponsorship. The acceptance of tobacco industry funding is not allowed.
Smoke free	Limits or eliminates the use of smoke-producing tobacco. The primary concern of a smoke-free policy is second-hand smoke.