



<b>Policy Hierarchy link</b>	Smoke-Free Environment Policy		
<b>Responsible Officer</b>	Vice-President, University Services		
<b>Contact Officer</b>	Office of the Vice-President, University Services		
<b>Superseded Documents</b>	OHS668		
<b>Review</b>	1 year		
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1.0	Vice-Chancellor	3 May 2012	1 July 2012

1. Purpose and Scope.....	1
2. Communication .....	1
3. Designated smoking zones .....	2
4. Enforcement.....	2
5. Review .....	3
6. Support & Advice .....	3

## 1. Purpose and Scope

This procedure gives effect to the **Smoke-Free Environment Policy** and applies to all university staff, students, visitors and contractors whilst on all University property.

## 2. Communication

The University will disseminate information on this policy and procedures by:

- Ensuring that a reference to the policy is included in
  - information for prospective students
  - recruitment advertising
  - contracts of employment
  - induction and orientation programs for staff and students, and
  - contracts for services undertaken on University property/premises
  - information for event holders and attendees.
- Adequate and appropriate signage will be erected at all university campuses, grounds and other properties. Placement and maintenance of signage will be determined by the Manager, HS.
- Placement of signage is sufficient to inform casual visitors to the university campuses of the smoke-free status of the university grounds.
- Maintaining Web information including campus maps indicating the designated smoking zones
- Providing information on available resources to assist those who want to stop smoking.

### 3. Designated smoking zones

A preliminary analysis of 27 locations for designation as a smoking zone was undertaken by Facilities Management. Six designated smoking zones were selected as suitable zones for Kensington campus. Maps indicating designated smoking zones at all campuses are available at [UNSW Campus maps](#).

Selection criteria included safety, distance from food outlets and outdoor eating areas, primary pedestrian traffic routes, distribution across campus and within a reasonable distance from each other.

#### 3.1 After dark smoking zones

The University takes safety matters seriously and evening smokers are advised to use well lit zones, preferably don't smoke alone, carry a mobile phone and advise another person where they are going and how long they expect to be absent from their desk.

#### 3.2 UNSW workplaces on non-UNSW property

UNSW campuses which are located on non-University sites (eg Clinical Schools) will be covered by the landlord's regulations (eg NSW Health).

### 4. Enforcement

All persons will refrain from smoking on or in any University owned, controlled, managed or leased premises or grounds, and in or on any vehicle owned, hired or leased by the University except where smoking is permitted only in designated smoking zones.

Enforcement of this policy relies on persuasion and encouragement. If you encounter someone smoking outside a designated smoking zone, please remind them of the policy politely and ask them to stop or move to a designated smoking zone.

If the person refuses to comply, discontinue the conversation and refer the matter to the offender's supervisor or manager (if known) or to Campus Security staff (ext 56000).

Managers and supervisors have a responsibility to educate, support, promote and ensure compliance with this policy.

In extreme circumstances, non-compliance with this policy may result in:

- For staff: disciplinary action for non compliance with reasonable instruction (ie non compliance with UNSW Policy or procedures)
- For Students: disciplinary action via Student Conduct and Appeals Officer in accordance with the UNSW Code of Conduct.
- For Contractors: breach of contract or issue of non-conformance
- For Visitors: security response

## 5. Review

An annual report on implementation of the policy will be presented to the Level 1 UNSW HS Strategic Planning Committee by the Manager, HS.

The Smoke-Free Environment Policy will be reviewed on an annual basis.

## 6. Support & Advice

Support and advice in relation to this policy is available from your HS representative or the HS Office (the Office of the Vice-President, University Services).

NSW Health provides a number of information packs, posters and pamphlets to assist persons wanting to quit smoking.

Online resources to help smokers quit are available at:

- [Cancer Institute NSW](http://www.icanquit.com.au/) (<http://www.icanquit.com.au/>)
- [Australian Department of Health and Ageing – Quit Now Website](http://www.quitnow.gov.au/) (<http://www.quitnow.gov.au/>)
- [NSW Health – Quitline Brochure](http://www.health.nsw.gov.au/resources/publichealth/healthpromotion/tobacco/quitting/pdf/new_quitline.pdf) ([http://www.health.nsw.gov.au/resources/publichealth/healthpromotion/tobacco/quitting/pdf/new\\_quitline.pdf](http://www.health.nsw.gov.au/resources/publichealth/healthpromotion/tobacco/quitting/pdf/new_quitline.pdf))

## Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice-Chancellor	5 May 2012	1 July 2012 to 30 May 2014	Full review