



Version	Approved by	Approval date	Effective date	Next review
5.0	President and Vice-Chancellor	21 June 2017	21 June 2017	June 2020
Policy Statement				
Purpose	<p>The purpose of this policy is to maintain a healthy environment at UNSW by making all University grounds and premises smoke-free environments.</p> <p>The University has an obligation under work health and safety law to provide a safe and healthy work environment for all employees, students and visitors.</p> <p>The University also has an obligation under the <i>Smoke-Free Environment Act 2000</i> (NSW) to prohibit smoking in enclosed public places and to prevent the spread of tobacco smoke into smoke-free areas under its control.</p>			
Scope	<p>This policy applies to:</p> <ul style="list-style-type: none"> • All university staff, students, contractors and visitors on university premises or grounds • All university workplaces, including; campuses, accommodation, properties, buildings, vehicles, boats or other areas owned, controlled or leased by the university • All retail vendors and tenants operating or occupying university owned, controlled or leased grounds and premises • Student residences owned by the university. <p>Smoking is also banned under the <i>Smoke-Free Environment Act 2000</i> (NSW) at all bus stops and bus queues across the state.</p>			
Policy Provisions				

1. Policy Statement

UNSW is committed to ensuring the health, safety and welfare of its employees whilst at work and its students and visitors while on campus. The University has adopted the following principles:

- All persons on University Premises and Grounds are entitled to a smoke-free environment
- Smoking is prohibited, at all times, in University vehicles
- Smoking is prohibited, at all times, on any approved University fieldwork activity where other persons may be exposed to environmental tobacco smoke
- Sale of all tobacco products and electronic nicotine delivery systems or e-cigarettes is prohibited on University Premises and Grounds.

The University has a duty under the *Work Health and Safety Act 2011* and its Regulations to ensure, so far as is reasonably practicable, the health and safety of staff, students and visitors. The University also has a responsibility to minimise adverse environmental effects and has committed in its *Environment Policy* to reduce pollution and waste. UNSW is required to comply with the *Protection of the Environment Operations Act 1997* and the *Waste Avoidance and Resource Recovery Act 2001* and is obliged under Australia's ratification of the World Health Organisation (WHO) Framework Convention on Tobacco Control to protect all people from exposure to tobacco smoke.

The University recognises that staff and students have a right to choose whether to smoke. However, the University also recognises that non-smoking staff and students have the right to work and study in an environment that is not polluted by environmental tobacco smoke.

By making the University Premises and Grounds smoke free UNSW is aligning its world leading health education and research with best practice policy to encourage healthy behaviour by students and staff.

2. Policy Communication

It is important that all persons on University Premises and Grounds are aware of this policy. This will be facilitated as much as possible via the following means:

- All current staff and students will be advised of the policy through the normal University Policy dissemination protocols and will be reminded of the policy from time to time
- Contracts issued for work at the University will refer to the University's Smoke-Free Environment Policy
- Prospective students will be advised of the policy at the time of the University making them an offer to study
- Signage will be installed to advise students, staff and visitors that UNSW is a smoke free environment
- All public cigarette ashtrays will be removed
- All event attendees and other visitors will be advised of the policy
- Ongoing communication and liaison with the university community about the benefits of a smoke free environment.

Accountabilities	
Responsible Officer	Director, UNSW Safety and Sustainability
Contact Officer	Senior Manager, UNSW Health, Safety and Environment
Supporting Information	
Legislative Compliance	This Policy supports the University's compliance with the following legislation: Work Health & Safety Act 2011 (NSW) Work Health & Safety Regulation 2011 (NSW) Smoke-Free Environment Act 2000 (NSW) Smoke-Free Environment Regulation 2016. <i>Protection of the Environment Operations Act 1997</i> <i>Waste Avoidance and Resource Recovery Act 2001</i>
Supporting Documents	Nil
Related Documents	Health and Safety Policy Environment Policy
Superseded Documents	Smoke-Free Environment Policy, version 4.1
File Number	2012/02697
Definitions and Acronyms	
Environmental tobacco smoke	smoke from the burning end of a tobacco product (side stream smoke) and smoke exhaled out by a smoker (exhaled mainstream smoke). Inhaling environmental tobacco smoke is called involuntary passive smoking.
University vehicles	include UNSW private use vehicles, pool cars, buses, vans, tractors, aircraft and boats.
University Premises and Grounds	all land, property and any location/site whether on or off campus that may be under the control of UNSW or in use by UNSW for commercial, academic and/or research purposes, irrespective of whether UNSW is the owner, commercial occupier or simply a temporary user of the land, property or location/site.

Smoking	the inhalation and exhalation of smoke or vapour from tobacco, herbs, drugs or other substance by using any apparatus including cigarettes, pipes, cigars, vaporisers, e-cigarettes or any other product.
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Revision History				
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Version	Approved by	Approval date	Effective date	Sections modified
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Version 1.0 of the Smoke-Free Environment Policy superseded the Control of Smoking in the Workplace policy approved by UNSW Council on 9 November 1987 (CL87/129)

On 31 May 2014 the Smoke-Free Environment Procedure, version 1.0, was made redundant with the approval of the Smoke-Free Environment Policy, version 4.0 effective 31 May 2014. The procedure was effective from 1 July 2012 to 30 May 2014.

1.0	Executive Director, University Services	1 January 2007	1 January 2007	Full review
2.0	Executive Director, University Services	1 April 2008	1 April 2008	Full review
3.0	Acting President and Vice-Chancellor	5 May 2012	1 July 2012	Full review
4.0	President and Vice-Chancellor	5 March 2014	31 May 2014	Removal of designated smoking areas.
4.1	President and Vice-Chancellor	16 June 2014	16 June 2014	Extension of policy to include vaporizers and e-cigarettes.
5.0	President and Vice-Chancellor	21 June 2017	21 June 2017	Template refresh and update to legal framework.