



Smoking & Vaping Restrictions in the Workplace Policy

1 Purpose

To maintain a safe and comfortable environment for work and study at Sunraysia Institute of TAFE, by reducing health risks from smoking/vaping, in accordance with relevant legislation.

2 Scope

This procedure applies to all employees, students, visitors, volunteers, consultants and Board members of the Institute.

3 Definitions

Acronym/Term	Definition
Smoking/Vaping	Deliberate or involuntary inhalation and exhalation of the smoke of tobacco or other substances by way of cigarette, cigar, pipe, e-cigarette or other personal device
The Institute	Sunraysia Institute of TAFE
Workplace	A room, or setting, including outdoors setting within which paid or voluntary employment, or study takes place.

4 Policy

- 4.1. Smoking and/or vaping is prohibited in all vehicles, which are owned or leased by the Institute, and restricted in all other areas of Institute buildings and grounds, including other workplaces in which Institute business is conducted.
- 4.2. Smoking and/or vaping is restricted to designated smoking areas, which are identified by the appropriate signage. Please refer to Appendix 1 for Mildura, Swan Hill and Smart Farm campus locations of designated smoking and/or vaping areas.
- 4.3. All areas, excluding the designated smoking areas are prohibited from smoking/vaping.
- 4.4. It is the responsibility of the user to ensure cigarette litter is disposed of without creating environmental impact.
- 4.5. Smoking and/or vaping is prohibited during class activities, excluding designated breaks.
- 4.6. Smoking and/or vaping is prohibited while operating machinery, equipment or plant.
- 4.7. The Occupational Health and Safety committee and the Student Support Services unit shall promote non-smoking/vaping programs and campaigns to encourage the reduction of smoking/vaping among students and staff, and to promote the Institute as an organisation committed to the values of a healthy lifestyle and responsibility towards the natural environment.

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- 4.8.** Any requests or requirement for decision in respect to this Policy is to be referred to the Occupational Health and Safety Committee, via a Health & Safety Representative (HSR) for consideration, further referral, and/or the development of such recommendations to the Manager, Wellbeing & Safety .

5 Legislative Context

- Environment Protection Act 1970.
- Occupational Health and Safety Act 2004
- Tobacco Act 1987

6 Associated documents

6.1.1. Associated Policies

- Nil.

6.1.2. Associated Procedures

- Nil.

6.1.3. Associated Forms

- Nil.

6.1.4. Other associated documents

- Guidance notes on the elimination of environment tobacco smoke in the workplace [NOHSC:3019(2003)]
- Website Quit Victoria, www.quit.org.au
- Website of Department of Health, www.health.vic.gov.au.

7 Responsibility

It is the responsibility of immediate managers for ensuring compliance with this policy, and its associated procedures and systems.

8 Review Frequency

This policy is to be reviewed every two (2) years, and remains in force as amended from time to time, until rescinded.

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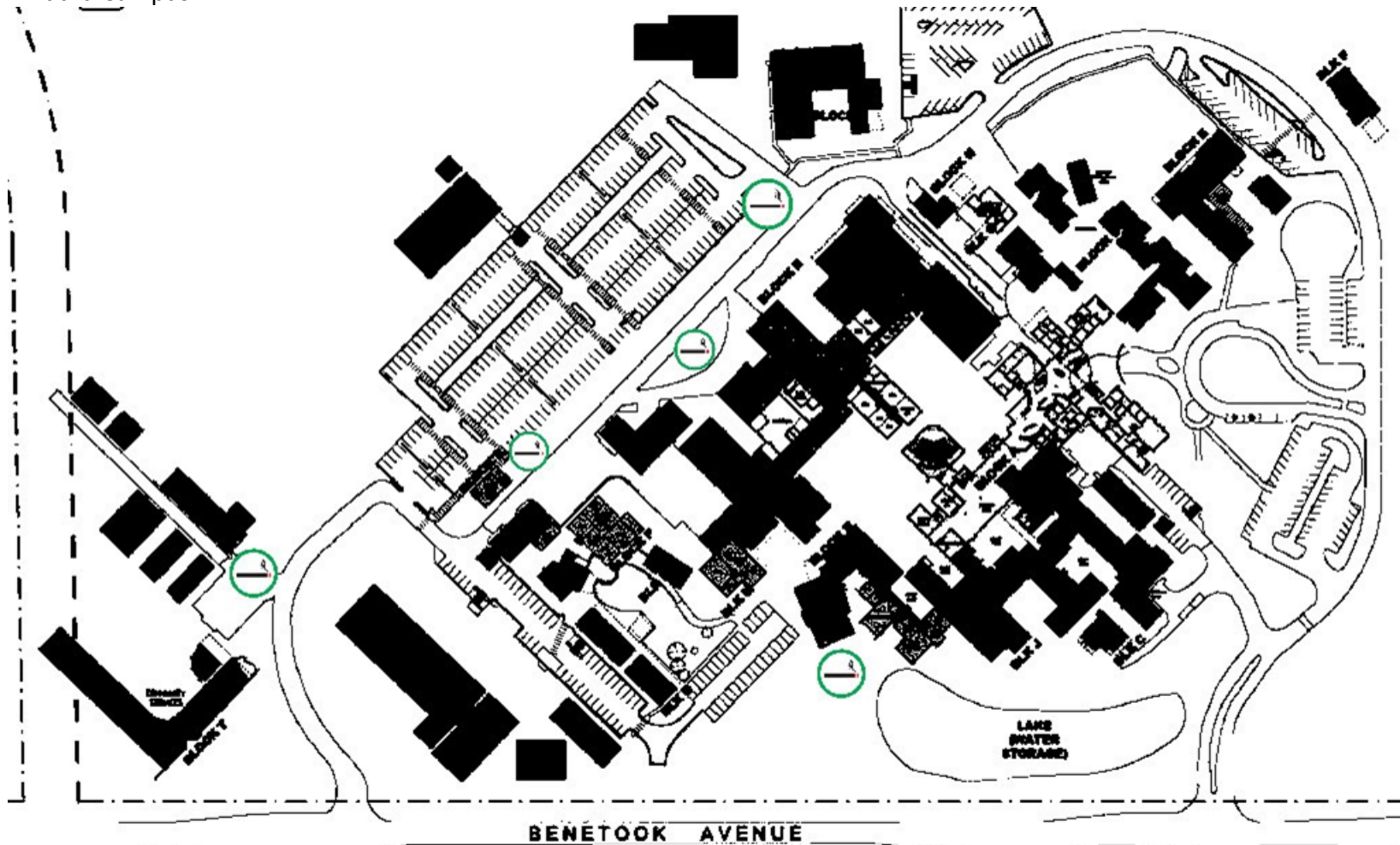
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SunTAFE Smoking Restrictions in the Workplace – Appendix 1

Appendix 1 Mildura Campus



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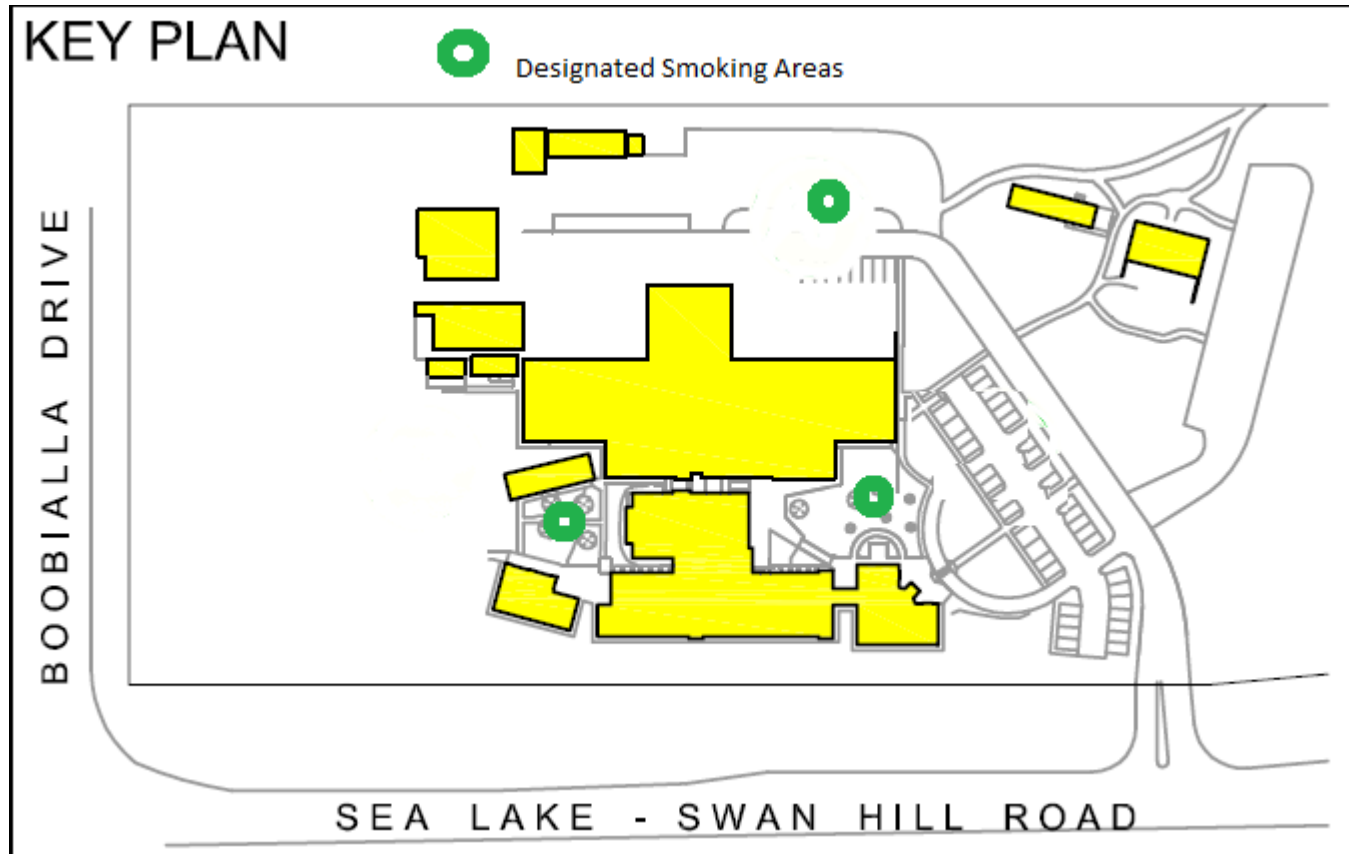
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Swan Hill Campus



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Smart Farm



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