



# Smoking & Vaping Restrictions in the Workplace Policy

## 1 Purpose

To provide a safe and comfortable work and study environment at Sunraysia Institute of TAFE which minimises health risks to students, staff, visitors and other members of the Institute community, from the effects of smoking in accordance with relevant legislative requirements.

## 2 Scope

This policy applies to all persons present within the boundaries of all campuses and external sites where Institute business takes place, including temporary sites, and to Institute staff when engaged in direct client service delivery or other activities in a representational capacity.

## 3 Policy

- 3.1. 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.
- 3.2. Smoking and/or vaping is restricted to designated smoking areas, which are identified by the appropriate signage. Please refer to Appendix 1 for Mildura and Swan Hill campus locations of designated smoking and/or vaping areas.
- 3.3. In open working environments such as the farming properties and single building sites occupied by the Institute smoking and/or vaping is permitted outside of buildings; provided that:
  - nearby persons are not affected by environmental tobacco smoke or vapours.
  - persons will not smoke tobacco or vape in areas of pedestrian traffic.
  - cigarette butts or smoking/vaping activity does not pose a fire hazard or environmental impact and cigarette litter is disposed of suitably.
  - smoking and/or vaping activity is beyond the minimum 4-metre exclusion zone of any building structure, air intake and semi-enclosed thoroughfare such as a veranda.
  - persons will not smoke tobacco or vape in locations that may expose them to any other hazards. E.g. paths and roadways.
- 3.4. Smoking and/or vaping is prohibited during class activities, excluding designated breaks.
- 3.5. Smoking and/or vaping is prohibited while operating machinery, equipment or plant.
- 3.6. The Occupational Health and Safety committee and the Student Support Services unit shall promote and facilitate non-smoking/vaping programs and campaigns to encourage the reduction of smoking/vaping among students and staff, and to promote the Institute

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as an organisation committed to the values of a healthy lifestyle and responsibility towards the natural environment.

- 3.7. Any requests or requirement for decision in respect to this Policy is to be referred to the Occupational Health and Safety Committee for consideration, further referral, and/or the development of such recommendations to the CEO, as the Committee may deem appropriate.

## 4 Definitions

Acronym/Term	Definition
CEO	Chief Executive Officer
Institute Business	Applies to a staff member, undertaking a function as a part of the paid employment role, and to any student undertaking personal instruction or tuition
Smoking	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.

## 5 Legislative Context

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

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

## 7 Responsibility

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The General Manager, Operations is responsible 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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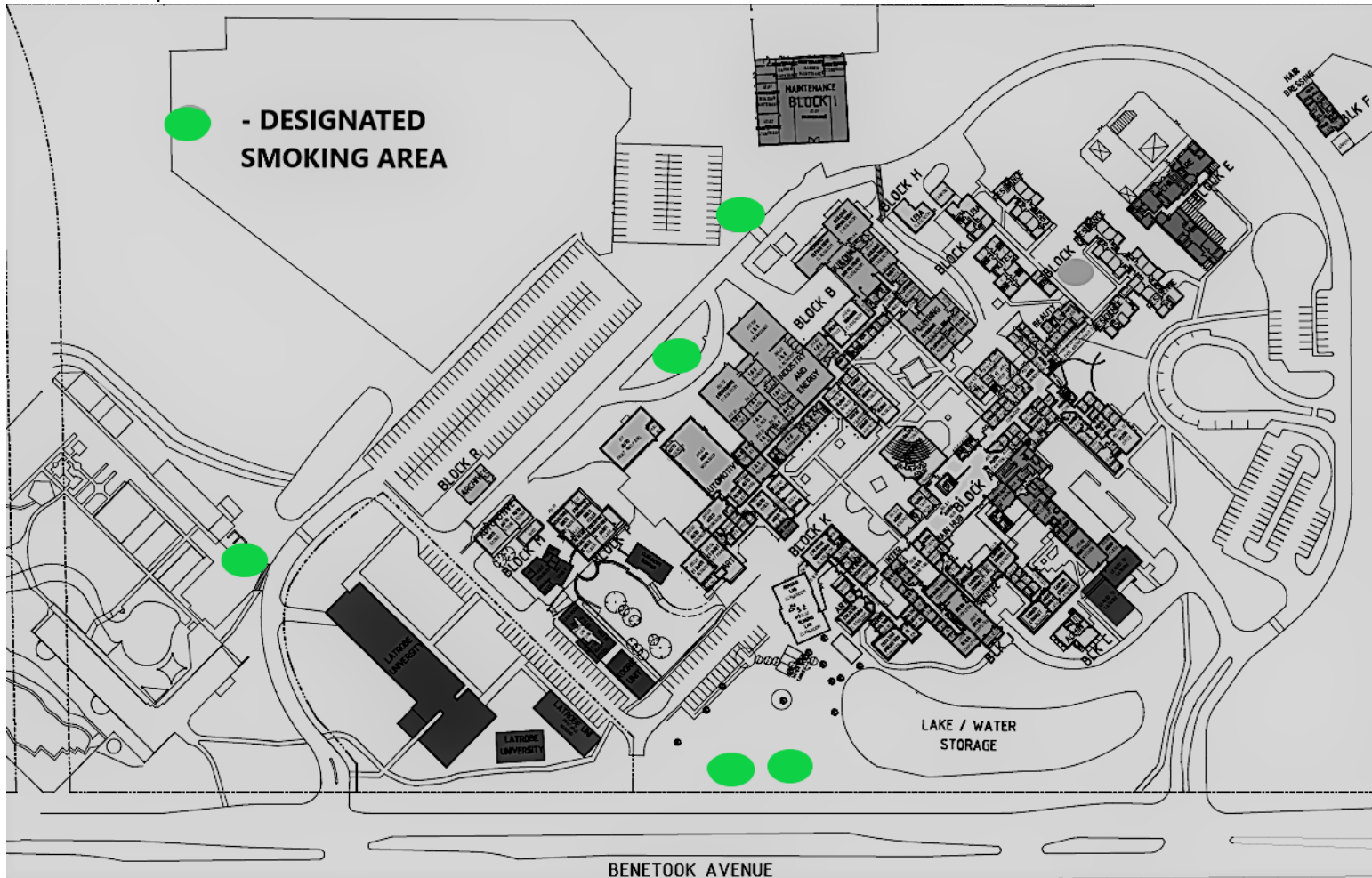
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# SunTAFE Smoking Restrictions in the Workplace – Appendix 1

## Appendix 1 Mildura Campus



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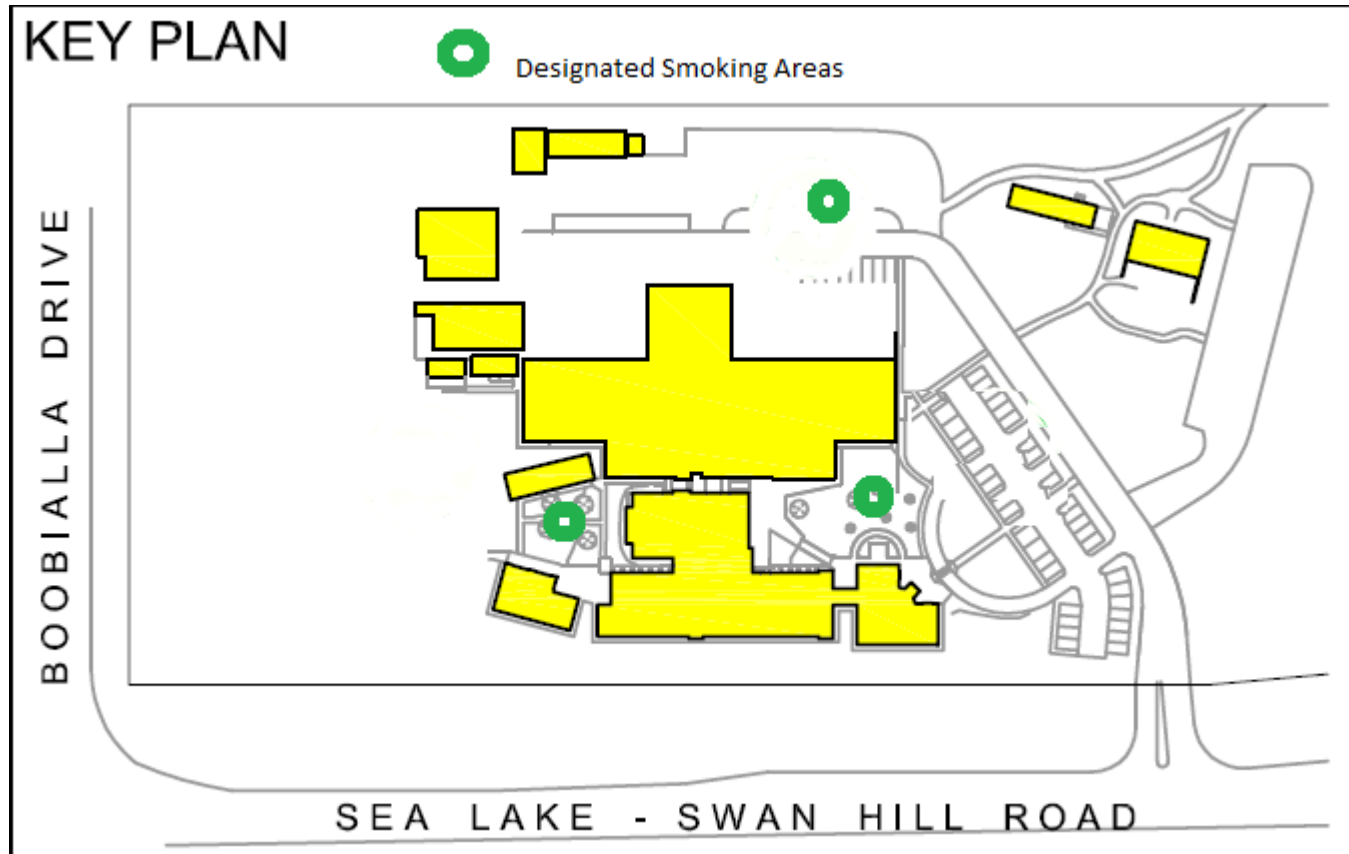
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Swan Hill Campus



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