

# No Smoking

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## 1.0 Purpose

This policy sets out the University's commitment to a smoke-free workplace and aligns with the University's commitment to the UN Sustainable Development Goals, particularly SDG 3: Good Health and Wellbeing.

## 2.0 Scope

This policy applies to all Griffith University staff, students, visitors, contractors, and volunteers engaging in activities with Griffith University.

## 3.0 Policy Statement

### 3.1 Compliance

#### 3.1.1 Communication

The requirements of this policy will be communicated through signage throughout the University's campuses and facilities.

#### 3.1.2 General Compliance

All persons are encouraged to educate and raise awareness of the requirement of this policy. This may include approaching someone who is using a smoking product and informing them politely that the university is smoke-free, and their cooperation is required to not smoke on university property.

Compliance with this policy is intended to be self-regulating, with formal complaints being an exceptional response.

Procedures on how to approach someone not adhering to the requirements of this policy are provided on the University's [No Smoking Intranet Page](#) under the FAQs section.

Where the person has been asked to discontinue smoking on university property, this request is to be actioned immediately by the smoker in a polite and respectful manner.

#### 3.1.3 Non-Compliance

Where non-compliance continues to be observed, the following options may be applied:

- For staff: possible misconduct in accordance with the **Code of Conduct**,
- For students: possible action in accordance with the **Student Misconduct Policy**,
- For contractors: inform the contractor of this policy. If they refuse to comply, notify Campus Support,

- For visitors: Notify Campus Support while informing them of this policy and ask them to leave the campus if they do not comply.

### 3.2 Support for Smokers to Quit

The University recognises ceasing to smoke can be difficult for some people and that support may be required. To this end, the University has several free cessation support options for staff. Refer to the University's [No Smoking Intranet Page](#) for information.

## 4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Staff	Do not use any smoking products on a university campus or premises, or within a university vehicle.  Report any instances of smoking to Campus Support.
Management	Promote a smoke-free environment.  Support staff who smoke to quit and refer them to the Quitline ( <a href="http://www.quithq.initiatives.qld.gov.au">www.quithq.initiatives.qld.gov.au</a> or 137 848).

## 5.0 Definitions

**Smoking Product** refers to the definition in the *Tobacco and Other Smoking Products Act 1998* (Qld):

- A tobacco product, herbal cigarette, loose smoking blend, a thing that is intended to be smoked in a hookah, personal vaporiser, personal vaporiser related product or smoking related product; or
- A package or carton of a thing mentioned above.

**Use a smoking product** refers to the act of:

- Lighting a smoking product,
- Smoking, inhaling or exhaling a smoking product, or
- Carrying a lit smoking product.

## 6.0 Information

Title	No Smoking Policy
Document number	2023/0001231
Purpose	This policy sets out the University's commitment to a smoke-free workplace and aligns with the University's commitment to the UN Sustainable Development Goals, particularly SDG 3: Good Health and Wellbeing.
Audience	Staff
Category	Operational
Subcategory	Safety
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 3: Good Health and Well-Being
Approval date	8 December 2023
Effective date	8 December 2023
Review date	2026
Policy advisor	Director, Health Safety and Wellbeing
Approving authority	Chief Operating Officer

## 7.0 Related Policy Documents and Supporting Documents

Legislation	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Tobacco and Other Smoking Products Act 1998 (Qld)</i>
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Policy	Health, Safety and Wellbeing Policy
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Procedures	N/A
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Local Protocol	N/A
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Forms	N/A
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