

1. PURPOSE

The purpose of this document is to outline the Institute's smoking policy

2. SCOPE

This policy applies to all Institute Campuses and all Employees, as well as all other individuals visiting or conducting business in government owned or leased buildings and offices. This includes clients, visitors and volunteers.

3. POLICY

The Queensland Government **Tobacco and other Smoking Products Act 1998** prohibits smoking in areas where food and drink is consumed. In addition given the proven health risks of smoking, Brisbane North Institute of TAFE is moving towards a smoke-free environment.

Smoking is only permitted in clearly marked Designated Smoking Areas. No food or drink can be consumed in these designated smoking areas. Smokers are required to follow directions given by Institute Staff and Security personnel.

Smoking is prohibited:

- In all buildings and offices, that are either owned or leased by the Institute, including and not limited to, enclosed car parks; basement areas; roof tops; stairwells; fire escapes; toilets; lifts; lunchrooms and cafeterias; balconies; thoroughfares to government buildings, specifically in the immediate vicinity of entrances/exits and access ramps; and loading bays.
- in Institute/government vehicles
- within 4 metres of any entrance to a building
- where food or drink is provided (this includes vending machines)
- in any other area not specified above where there is signage expressly prohibiting smoking.

RESPONSIBILITIES

All persons entering Brisbane North Institute of TAFE must comply with the Institute's Smoking Policy.

All staff must comply with and ensure that the Institute's smoking policy is implemented and enforced. Smokers are required to follow directions given by Institute Staff and Security personnel. If there is any opposition, **the staff member**, noting the offence, should warn the offender that it is an offence under the **Tobacco and other Smoking Products Act 1998** not to comply with this Act and should they ignore the warning then the incident should be documented and reported as follows:

- Breaches of the Act by staff and non students must be reported to the Manager Facilities and Infrastructure on the **Work Injury / Incident form EV010**.
- Breaches of the Act by students must be reported on the **Student Misconduct form IF438** and forwarded to the Business Improvement Unit, Bracken Ridge Campus for formal registration. The Business Improvement Unit will forward this advice to the Faculty Director to take the appropriate action.

All Managers have the delegated responsibility to ensure that staff and students are made aware of this policy during induction. Furthermore, adult students (ie persons 18 years or older) should be informed during orientation that it is illegal for them to give or sell tobacco products to a person under the age of 18.

The Manager, Human Resources has the delegated responsibility to ensure that recruitment advertising and/or position descriptions for all positions within the Institute reference the smoke-free policy with the following wording: "A non-smoking policy is effective in all Institute buildings, offices and motor vehicles."

The Customer Information Centre Manager and Marketing Manager have the delegated responsibility to ensure that the requirements of the Institute's Smoking Policy are included in Institute publications, such as the *Student and Staff Fact Sheets*.

DOCUMENT AUTHORISATION

Owned by	Manager, Facilities and Infrastructure
Authorised by	Institute Director