



Smoke Free Workplace Q&A

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Q1. Why does the University aspire to be a smoke free workplace?

A1. The University aspires to the best of its ability to protect the health and well being of staff and students. Accordingly, in order to minimise the adverse health effects from passive smoking, to meet its legal obligations as well as meet community standards, the University has prohibited smoking in all University occupied buildings, in all University vehicles, other than those issued for private use and student in residences owned or operated by the University.

Q2. Where can I find information on the University's policy on a smoke free workplace?

A2. Policy information can be accessed on the Human Resources website at <http://my.acu.edu.au/21485>. Staff can also contact their local Campus Human Resources Consultant or Campus Operations Unit for advice. Alternatively, staff can discuss the matter with their nominated supervisor.

Q3. Where is smoking banned?

A3. Staff are not allowed to smoke within the following areas:

- **Buildings** - includes, all buildings but is not limited to, all enclosed public places such as lecture theatres, tutorial rooms, meeting rooms, libraries, lobbies, foyers and corridors, all offices, laboratories, workshops and studios, all common rooms, tea rooms and staff rooms. In order to mitigate the effects of passive smoking, smoking is also prohibited in the vicinity of air intakes, building entrances, external doors and windows that are regularly opened and semi-enclosed thoroughfares such as verandahs and colonnades.
- **Vehicles** - includes all University vehicles other than those issued to staff for private use. The ban on smoking in University vehicles covers departmental pool vehicles, departmental vehicles that are partly private-use vehicles, and boats.
- **Outdoor Areas** - includes all areas, except where areas are designated for the purpose. These designated smoking areas must be no less than 5 metres from building entrances, windows and air-conditioning vents.

Q4. Where can I find information on where smoking is permitted?

A4. Campus Operations on each Campus have a number of smoking permitted areas. If a staff member, student or member of the public is unsure where it is "ok" to smoke they should refer their query to the Campus Reception.

Q5. What is my responsibility as a Staff member?

A5. Members of staff must refrain from smoking indoors and within outdoor areas where smoking is prohibited. It is a staff members responsibility to direct people found smoking in enclosed public places at the University to cease smoking or leave the enclosed public place and inform them that if they continue to smoke in the area they are committing an offence. If smokers do not cooperate with the direction, please contact the Security Service on Campus for assistance.

Q6. What is my responsibility as a Supervisor?

If a staff member is in a position of authority at the University it is important that she/he complies with the smoke free workplace policy, especially if she/he is working in a teaching or supervisory capacity in relation to other staff, students or visitors. Information for prospective students, employment advertisements and contracts for services performed on University premises must include a statement of the University's smoke-free workplace Policy.

Q7. What is my responsibility as a Student, Contractor or Visitor?

A7. All non-employees who use the University's premises are required to, refrain from smoking indoors and in outdoor areas where smoking is prohibited and cooperate with staff directions in relation to smoking in enclosed public places.

Q8. How do I find out further information on a Smoke Free Workplace?

A8. You can refer to the Human Resources Directorate website for policy/guideline information, discuss the policy with your nominated supervisor or contact your local Campus Operations Manager.