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| POLICY TITLE: | SMOKE FREE WORKPLACE |
| PUBLISHED: | 2008 |
| IDENTIFIER: | SFW200801 |
| LEGISLATION: | <i>Smoking (Prohibition in Enclosed Public Spaces) Act 2003</i> <i>ACT Occupational Health and Safety Act 1989</i> as modified by <i>the Public Sector Management Act 1994</i> <i>Public Sector Management Act 1994</i> |

1 POLICY STATEMENT

- 1.1 From 1 January 2008 smoking on the grounds of all ACT public schools is not permitted.
- 1.2 From 1 January 2008, smoking on all premises and adjacent grounds solely managed by staff of the Department of Education and Training and where others utilise the space in properties managed by the Department is not permitted.
- 1.3 This policy extends the prohibition on smoking in all enclosed public spaces in accordance with the *Smoking (Prohibition in Enclosed Public Spaces) Act 2003*. Smoking is not permitted in:
 - enclosed spaces
 - open spaces such as ovals and car parks within the identified site boundaries of premises solely managed by the Department
 - government vehicles.
- 1.4 Staff in ACT public schools and departmental officers, students, contractors and visitors, including volunteers, need to comply.

2 RATIONALE

- 2.1 The Smoke Free Workplace Policy sets out practical aspects of this prohibition on smoking and the procedures that need to be put in place by principals and other site managers.
- 2.2 The policy is consistent with policies applying in other school systems, changed community attitudes to smoking, occupational health and safety requirements and community health considerations.
- 2.3 The health of Department officers, students for whom the Department has responsibility, and members of the public, should not be put at risk by exposure to the ill effects of cigarette smoke in the workplace.
- 2.4 The policy supports curriculum programs in schools, which teach students to take action to promote health.

3 DEFINITIONS

Workplace is any area solely managed by the Department where an officer performs their duty. This includes all Department identified premises managed by the Department, such as schools and central office sites, as well as boundaries of the sites, such as enclosed buildings, office blocks, classrooms, ovals and car parks.

Smoke Free Workplace

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4 PROCEDURES

- 4.1 From 1 January 2008, smoking is not permitted on any property solely managed by the Department. People should be mindful that smoking outside defined boundaries may impact on the workplace.
- 4.2 It is the responsibility of the principal of the school or manager of a site solely managed by the Department, to clearly define the workplace and advise users of the area, including visitors.
- 4.3 Signs indicating that the area is a smoke free zone will be provided to all workplaces solely managed by the Department. Workplaces are to display the smoke free zone signs at or near entrances to the premises and grounds.
- 4.4 Site managers are responsible for informing all employees, occupiers, visitors and students. This includes taking all practical steps to inform that this policy applies by way of identified boundaries, signage and newsletters or by other appropriate means.
- 4.5 Employees who continue to smoke in the workplace will be requested to stop and appropriately counselled.
- 4.6 Where a member of the public is smoking in the workplace they should be requested to stop. If they still refuse they should be asked to leave.
- 4.7 To ensure the well-being of all students and assist them to overcome drug related problems, students found smoking on school grounds will be counselled and have their parents or carers informed. The school will implement appropriate discipline action.
- 4.8 All out of hours users of school facilities must adhere to this policy.
- 4.9 Where Departmental premises are partially leased the lessee must comply with the policy.
- 4.10 This policy does not apply to workplaces which are not managed by the Department. Staff who work in these workplaces are requested to act according to the spirit of this policy.
- 4.11 Maintaining a smoke-free workplace is an occupational health and safety issue. Employees and students who are smokers should be made aware of services, counselling and guidance available.
- 4.12 Information about resources and strategies for quitting smoking is available from the Quitline 13 7848, The Cancer Council ACT on 6257 9999, or www.actcancer.org.
- 4.13 Materials such as No Smoking stickers and posters can be ordered from Quit Victoria (www.quit.org.au); other resources and publications can be ordered from the NSW Department of Health (www.health.nsw.gov.au), or the Department of Health and Ageing (www.health.gov.au). 'Quit Packs' can be ordered by ringing the Quitline on 13 7848 or the Cancer Council ACT on 6257 9999.

Policy Owner: Director, Curriculum Support and Professional Learning

Related Documents: *Excursions Policy*
Visitors in Schools Framework
Working with Children and Young People – Volunteering
Teachers' Code of Professional Conduct
Unwelcome Visitors to Schools Handbook

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