

Monash University Procedure

Procedure Title	<u>Smoke free campus</u>
Parent Policy	Wellbeing and Support Policy
Date Effective	26 June 2017
Review Date	3 years from effective date
Procedure Owner	Chief Human Resource Officer
Category	Human Resources
Version Number	3
Content Enquiries	ask.monash or phone Monash HR on 990 20400
Scope	This procedure applies to all staff, students, contractors and visitors at Australian campuses.
Purpose	<p>Monash University is committed to maintaining a safe and healthy work and study environment. The University endeavours to educate, raise awareness and facilitate the adoption of healthy lifestyles.</p> <p>To support this endeavour smoking of any material or use of e cigarettes or similar devices, is prohibited on all Australian campuses of Monash University.</p>
PROCEDURE STATEMENT	

1. Smoke free Campus

- 1.1. Smoking is prohibited on all Australian campuses.
- 1.2. Staff, students, contractors and visitors are prohibited from smoking:
 - in University-controlled buildings;
 - on University-controlled property; and
 - in University-owned or controlled vehicles.
- 1.3. Staff, students and contractors are reminded it is also an offence under the Tobacco Act 1987 to smoke in an enclosed workplace.

2. Failure to comply with smoke free campus procedure

- 2.1. Where an individual is found on campus to be smoking as defined above, they will be asked to cease smoking and will be advised of the requirement to comply with this procedure.

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- 2.2. Failure to comply with this procedure may result in disciplinary action,
 - in accordance with the provisions of the relevant enterprise agreement and contract of employment (for staff); and
 - in accordance with the [Student Discipline Guidelines](#) and Part 7- Student Discipline, [Monash University \(Council\) Regulations \(for students\)](#).
- 2.3. Any breach of the provisions of this procedure by contractors may result in the termination of the contract and jeopardise future contracts with the University.
3. **Sale of tobacco, e-cigarettes or similar devices on Australian campuses**
 - 3.1. The sale of tobacco and tobacco products from retail outlets or from vending machines is prohibited at Australian campuses.
4. **University engagement with tobacco and tobacco related organisations**
 - 4.1. The University (groups or individuals) must not knowingly:
 - accept research funding from the tobacco or e-cigarette industry;
 - accept gifts or enter into arrangements or associations with the tobacco or e-cigarette industry;
 - adopt an investment strategy involving tobacco or e-cigarette companies; and
 - engage tobacco or e-cigarette companies as sponsors, or have tobacco or e-cigarettes on sale at careers fairs, open days or student recruitment events.
5. **Further assistance and professional help**
 - 5.1. To support staff and students to cease smoking, the following support is available:
 - The [University's Health Service \(UHS\)](#) is an accredited general practice and offers health care to students and staff. They offer wellness programs to assist staff and students to cease smoking.
 - [Quit Victoria](#) provides resources for health professionals and the general public on smoking related issues in Victoria. Monash University offers fully funded [QUIT](#) programs to both staff and students.
 - The University provides a confidential [counselling service](#) on campus for staff and students. In addition the [Employee Assistance Program](#) is available for staff.

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6. Responsibilities

- 6.1. All staff, students, contractors, residents and visitors to Australian campuses must be aware of, read, understand and comply with this procedure.

Workplace Relations, Monash HR

- 6.2. Workplace Relations, Monash HR is responsible for:
- ensuring compliance of this procedure with the University's relevant enterprise agreements; and
 - providing advice and determining appropriate disciplinary action (for staff).

Executive Director, Buildings and Property Division

- 6.3. The Executive Director, Buildings and Property, as the responsible officer for misconduct on University grounds, is responsible for determining how breaches of this policy by students will be managed.

Responsibility for implementation	
Status	Revised
Approval Body	<p>Name: Chief Human Resource Officer</p> <p>Date: Date approved</p> <p>Author: Director, Workplace Relations</p>
Definitions	<p>Contractor: an individual contractor who is engaged by Monash University under a formal contractor agreement or master service order to achieve a result or undertake a specific job or work within a specified time frame.</p> <p>Enclosed workspace: a workplace is an 'enclosed workspace' if it has a ceiling or roof and is greater than 50% enclosed by walls, or other vertical structures or coverings.</p> <p>Relevant Enterprise Agreement: means the Enterprise Agreement that applies to a particular staff member. The Monash University Enterprise Agreement (Academic and Professional Staff) 2014 will apply to academic and professional staff at the University and, depending on the services provided by a trades and services staff member, the Monash University Enterprise Agreement (Trades and Services staff - Building and Metal Trades Staff) 2009 or the Monash University Enterprise Agreement (Trades and Services Staff - Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 will apply.</p> <p>Smoking: is the inhalation and exhalation of the smoke of burning tobacco, herbs or drugs.</p> <p>For the purposes of this procedure, smoking refers to:</p> <ul style="list-style-type: none"> any method of consuming by combustion of plant material, or herbs, using any utensil or apparatus including cigarettes, pipes or cigars; and electronic cigarettes (e-cigarettes) or similar devices. <p>Staff: All University staff including adjunct and conjoint appointments.</p>

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	<p>Student: the term ‘student’ includes all undergraduate and post graduate students, full time and part time students, students studying on or off campus or online, whether they are currently enrolled in subjects or deferred from their studies. It does not include graduates of Monash University or persons who are not currently admitted as students.</p> <p>University building: is a building owned by, under the control or managed by a subsidiary or affiliate of the University.</p> <p>University property: is any property owned by, under the control or managed by the University or a subsidiary or affiliate of the University</p> <p>Visitor: Any person or member of the community visiting a Monash site. This may include a staff member of another national or international institution or organisation who is formally invited to visit Monash University for the purpose of observing or who will make a contribution to the research, teaching and/or a related activity or service of the University with the exception of the excluded categories of individuals.</p> <p>Workplace: is a place, whether or not in a vehicle, building, or other structure, where employees or self-employed people work or are likely to be in the course of their work.</p>
Legislation Mandating Compliance	
Related Policies	<ul style="list-style-type: none"> • Wellbeing and Support Policy • Occupational Health and Safety Policy • Student discipline regulations and guidelines
Related Documents	<p><u>EA Agreements</u></p> <ul style="list-style-type: none"> • Monash University Enterprise Agreement (Academic and Professional Staff) 2014 • Clause 53. Termination of Employment and Disciplinary Action – Academic Staff • Clause 54. Professional Staff Disciplinary Procedures • Trades and Services staff (Building and Metal Trades staff) 2009 • Clause 22. Work Performance and Conduct • Trades and Services staff (Catering and Retail, Cleaning and Caretaking, and Miscellaneous services staff) 2005 • Clause 22. Termination of Employment other than Redundancy <p><u>Related Legislation</u></p> <ul style="list-style-type: none"> • Tobacco Act 1987 • Occupational Health and Safety Regulations 2007 • Occupational Health and Safety Act 2004 <p><u>Related Resources</u></p> <ul style="list-style-type: none"> • Quit Victoria • Better Health Channel – Smoking Quitting Tips • Wellbeing at Monash • University's Health Service (UHS) • University Counselling Service • Employee Assistance Program