

Monash University Procedure

Procedure Title	Smoke-Free Campus Procedure
Parent Policy	Health and Wellbeing at Monash University Policy
Date Effective	August 2018
Review Date	2021
Procedure Owner	Manager, OH&S
Category	Operational
Version Number	5
Content Enquiries	Anne.Ohlmus@monash.edu
Scope	This procedure applies to all employees, students, contractors and visitors at Australian campuses.
Purpose	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. To support this endeavour smoking of any material or use of e cigarettes or similar devices is prohibited on all Australian campuses.

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1. Abbreviations

OHS	Occupational Health and Safety
OH&S	Monash Occupational Health and Safety
MUOHSC	Monash Occupational Health & Safety Committee
UHS	University Health Service

2. Definitions

A comprehensive list of definitions is provided in the [Definitions tool](#). Definitions specific to this procedure are provided below.

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.

Employee: All University employees including adjunct and conjoint appointments.

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. Relevant Enterprise Agreement. The Enterprise Agreement that applies to a particular Employee. The Monash University Enterprise Agreement (Academic and Professional Staff) 2014 will apply to academic and Professional employees at the University and, depending on the services provided by a trades and services employee, 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).

Smoking: The inhalation and exhalation of the smoke of burning tobacco, herbs or drugs. For the purposes of this procedure, smoking refers to:

- 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.

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.

University building: A building owned by, under the control or managed by a subsidiary or affiliate of the University.

University property: Any property owned by, under the control or managed by the University or a subsidiary or affiliate of the University.

Visitor: Any person or member of the community visiting a Monash site. This may include an employee 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.

Workplace: 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.

3. Application of Smoke-Free Campus Procedure

- 3.1. Smoking is prohibited on all Australian campuses:
 - 3.1.1. in University-controlled buildings;
 - 3.1.2. on University-controlled property; and
 - 3.1.3. in University-owned or controlled vehicles.

4. Non-compliance with Smoke-Free Campus Procedure

- 4.1. Where you are found to be smoking as defined above, you will in the first instance, be asked to cease smoking and will be advised of the requirement to comply with this procedure.
- 4.2. Failure to comply with this procedure may result in disciplinary action,
 - 4.2.1. in accordance with the provisions of the relevant enterprise agreement and contract of employment (for employees); and
 - 4.2.2. in accordance with the Student Discipline Guidelines and Part 7-Student Discipline, Monash University (Council) Regulations (for students).
- 4.3. Any breach of the provisions of this procedure by contractors may result in the termination of the contract and jeopardise future contracts with Monash University.

5. University funding, investments, agreements, engagements and affiliations

- 5.1. The University (groups or individuals) must not knowingly:
 - 5.1.1. accept research funding from the tobacco or e-cigarette industry;
 - 5.1.2. accept gifts or enter into arrangements or associations with the tobacco or e-cigarette industry;
 - 5.1.3. adopt an investment strategy involving tobacco or e-cigarette companies; and
 - 5.1.4. 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.

The sale of tobacco and tobacco products from retail outlets or from vending machines will be prohibited at Australian campuses from the date the University has removed all tenant rights to do so.

6. Responsibility for Implementation

A comprehensive list of OHS responsibilities is provided in the document [OHS Roles, Committees and Responsibilities Procedure](#). A summary of responsibilities with regards to the management of the smoke-free procedure at Monash is provided below.

6.1. OHS HEALTH AND WELLBEING TEAM

- Ensure that all staff, students, visitors and contractors are made aware of the Smoke-Free Campus Procedure through all forms of written and electronic communication modes
- Ensure signage is clearly displayed at key points across all campuses
- Actively promote key messages supporting a healthy lifestyle
- Provide support programs for staff and students who wish to quit through programs as listed on the [Smoke-Free Monash](#) website.

6.2. MANAGERS AND SUPERVISORS

- Ensure that the Smoke-Free Campus Procedure is communicated to all staff, students, visitors and contractors

- Manage issues of non-compliance of staff or students in accordance with University disciplinary processes as outlined in section 4 Non-Compliance with Smoke-Free Campus Procedure
- Provide support to staff who wish to quit through programs and services detailed at the [Smoke-Free Monash](#) website.

6.3. STAFF AND STUDENTS

- Must familiarize themselves with the Smoke-Free Campus Procedure
- Must ensure that they comply with the Smoke-Free Campus Procedure

7. Records

For OHS Records document retention please refer to:
[Monash University OHS Records Management Procedure.](#)

Status	Revised
Approval Body	Monash University OHS Committee
Legislation Mandating Compliance	<ul style="list-style-type: none"> • Occupational Health and Safety Act 2004 • Occupational Health and Safety Regulations 2017 • Tobacco Act 1987
Related Policies	<ul style="list-style-type: none"> • OHS Policy • Health and Wellbeing at Monash University Policy (Australia only) • Leave and Wellbeing Policy
Related Documents	<ul style="list-style-type: none"> • Employment conditions • Probation, performance and promotion • Recruitment and appointment • Student discipline guidelines • Employee Assistance Program • Monash University Enterprise Agreement (Academic and Professional Staff) 2014 - Clause 53. Termination of Employment and Disciplinary Action – Academic Staff • Monash University Enterprise Agreement (Academic and Professional Staff) 2014 - Clause 54. Professional Staff Disciplinary Procedures • Monash University Enterprise Agreement (Trades and Services Staff – Building and Metal Trades Staff) 2009 - Clause 22. Work Performance and Conduct • Monash University Enterprise Agreement (Catering and Retail, Cleaning and Caretaking, and Miscellaneous Services Staff) 2005 - Clause 22. Termination of Employment other than Redundancy • Quit Victoria • University Counselling Service • University's Health Service (UHS)

8. Document History

Version	Date of Issue	Changes made to document
4	June 2017	Previously held with Monash HR
5	August 2018	<ol style="list-style-type: none"> 1. Under Scope delete 'herein collectively referred to as 'you' for the purpose of this procedure. 2. Under Purpose delete ' ('us', 'our' or 'we'). 3. Change of procedure name from Wellbeing and Support Procedure – Smoke-Free Campus to Smoke-Free Campus Procedure 4. Change of heading from Smoke-Free Campus Procedure to Application of Smoke-Free Campus Procedure 5. Change to section headed Application of Smoke-Free Campus Procedure – Delete <i>You are reminded it is also an offence under the Tobacco Act 1987 to smoke in an enclosed workplace.</i> 6. Change of heading from Failure to comply with Smoke-Free Procedure to <i>Non-Compliance with Smoke-Free Campus Procedure</i> 7. Change to section headed Non-Compliance with Smoke-Free Procedure - Where you are found on campus to be smoking as defined above, you will be asked to cease smoking and will be advised of the requirement to comply with this procedure with – Change to Where you are found to be smoking as defined above, you will in the first instance, be asked to cease smoking and will be advised of the requirement to comply with this procedure. 8. Deletion of section headed Sale of Tobacco, e-cigarettes or similar devices on Australian campuses – now included under section 5 9. Change of heading from University engagement with tobacco and tobacco related organisations to <i>University funding, investments, agreements, engagements and affiliations</i> 10. Deletion of section headed Further assistance and professional help – now covered under section 6.1 11. Add new section <i>6 Responsibility for implementation</i> 12. Deletion of section Breach of Procedure - now covered under non-compliance section