

Smoke Free Workplace Policy

Policy Code: HR-005**Version:** 11.0**Effective Date:** 16 July 2024

Purpose

In line with the College's commitment to health and safety, this policy has been established to ensure that workers and visitors are not exposed to tobacco smoke or vape mist while conducting activities within College premises.

This policy has been developed to align with relevant UP Education Australia's *Drug and Alcohol Policy - Staff*, which takes precedence if any contradictions arise.

Scope

- All workers (as defined by this policy) and visitors

Policy Statement

The College is committed to a safe, healthy and productive environment and is aware of the studies which indicate that breathing-in tobacco smoke or vape mist is harmful to health. In order to reduce the risk to all workers and students from the effects of passive smoking, and to meet the College's legal obligations, the College prohibits smoking or vaping on all College premises.

Regardless of the State legislative restrictions on required distance from a building entry, the College has adopted a policy that smoking or vaping is not permitted within 4 meters of any entrance to the College premises.

Promotion of policy

The aim of this policy is to provide details of the measures in place within the College to control the hazard associated with tobacco smoke or vape mist in the workplace.

This policy applies to workers, all contractors, students and visitors while they are on College premises and will be promoted by:

- Signage in and around the workplace
- Information provided to workers and students during induction to the campus

Breach of this policy

Any person who is found to be in breach of this policy may be subject to disciplinary action. The action taken for repeat or serious breaches (i.e. smoking or vaping inside an office / clinic / lecture room) may include:

- Termination of employment for employees
- Termination of contract for Contractors
- Suspension or cancellation of enrolment for students, in line with Student Misconduct guidelines.

Visitors to the College's campuses may be refused entry to College premises if they are found to be smoking or vaping within a non-smoking area.

In addition, the College may designate areas surrounding their premises as a smoke and vape free environment.

Where to go for help

Getting the right help and support can go a long way to ensure that you're able to quit for good. Many free advice and support services exist to help smokers / vapers preparing to quit and recent quitters stay smoke / vape free.

Quitline is a government organisation that can provide support and can be contacted on 131 848.

The College's Employee Assistance Program (EAP) is an additional source of external support for an employee trying to quit.

Responsibilities

College Management

- Will put appropriate procedures in place to ensure that:
 - ⌚ All staff, contractors, visitors or customers are aware that the College is a smoke and vape free workplace;
 - ⌚ No smoking / vaping occurs in designated smoke and vape free areas surrounding College premises;
 - ⌚ Workers' grievances with this policy are followed up appropriately.
- Create and support a workplace culture that is supportive of people who wish to quit smoking / vaping.

Management will deal with breaches of the policy in accordance with the College's disciplinary procedures.

Workers, contractors, students and visitors

All workers, contractors, students and visitors have a shared responsibility to support the College's smoke and vape free workplace policy and to comply with this policy at all times while on any College premises.

In addition, workers, contractors, students and visitors must:

- inform a manager or representative if they believe that this policy has been breached
- appropriately dispose of any smoking or vaping by-products such as cigarettes, butts, bottles and matches

Definitions

College – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. For the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective trading names / entities.

Smoke - means smoke, held or otherwise controlled, from an ignited tobacco smoking product (e.g. cigarette).

Student – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Vape – a device used for inhaling an aerosol (mist) containing nicotine and flavouring. Also known as 'e-cigarette'. The act of using a vape is known as 'vaping'.

Worker – a person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:

- a) an employee; or
 - (b) a contractor or subcontractor; or
 - (c) an employee of a contractor or subcontractor; or
 - (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking;
- or

- (e) an outworker; or
- (f) an apprentice or trainee; or
- (g) a college enrolled student practitioner (for the purposes of this policy only); or
- (h) a student gaining work experience; or
- (i) a volunteer; or
- (j) a person of a prescribed class.

Related Procedures

Not Applicable

Further Information

Related Policies

Drug and Alcohol Policy - Staff

Work Health and Safety (WHS) Policy

Related Documents

Not Applicable

Guidelines

Not Applicable

Benchmarking

Not Applicable

Supporting Research and Analysis

<http://www.quitnow.gov.au/>

Related Legislation

[NSW – Public Health \(Tobacco\) Act 2008](#)

[QLD - Tobacco and Other Smoking Products Act 1998](#)

[QLD – Tobacco and Other Smoking Products Regulation 2021](#)

[SA - Tobacco and E-Cigarette Products Act 1997](#)

[VIC – The Tobacco Act 1987](#)

[WA - Tobacco Products Control Act 2006 \(the Act\)](#)

[WA - Tobacco Products Control Regulations 2006 \(the Regulations\)](#)

Review and Approval

Policy Author

National Health Safety and Environment Coordinator

Policy Owner

Chief Executive Officer

Contact

CEO

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Approval Body

Chief Executive Officer

Date: 30 January 2024

Policy Status

Revised – updated branding and to include vaping as per State legislation updates

Responsibilities for Implementation

- All staff
- Managers
- Senior Leadership Team

Key Stakeholders

- CEO
- Human Resources department