



# POLICY

**Policy Title:** Smoke-Free University

**Policy Owner:** Director Human Resources Services Centre

**Keywords:** 1) Smoking 2) Tobacco 3) University

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## 1. INTENT

The intent of this document is to outline the University's commitment to creating an environment whereby its staff, students, contractors and visitors are not exposed to the hazard of tobacco smoke.

As a major contributor to health research in Western Australia the University is committed to creating an environment that promotes the health and wellbeing of its staff and students and all others entering Edith Cowan University (ECU) buildings and grounds.

This policy should be read in conjunction with the Smoke-Free University Guidelines.

## 2. ORGANISATIONAL SCOPE

This policy applies to all staff, students, contractors and visitors to the University. It applies all University workplaces, property and lands including ovals, car parks, buildings vehicles and roads.

This Policy applies to all new contractual agreements relating to construction, maintenance, lease or rental of buildings owned or under the control of the University.

### 3. DEFINITIONS

TERM	DEFINITION
Building	A building owned by or under the control of the University by virtue of the lease or any other arrangement. This also includes points of entry and exit, external air conditioning ducts and vents
Contractor	Means the person, partnership or corporation bound to execute the work under the contract and shall be responsible for the superintendence of the works so as to ensure the works are carried out in accordance with the contract.
ECU	Edith Cowan University
Property	Means the property owned by or under the control of the University whether freehold title or by lease or rental agreement and includes any portions of such property.
Smoking	Includes cigars, pipes, cigarettes, e-cigarettes or the use of any product that emits harmful or toxic substances
Sub-contractor	Means the person, partnership or corporation bound by the contractor to execute work under the contract.
University Grounds	Means all grounds, gardens, walkways and car parks owned by or under the control of the University by virtue of a lease or rental agreement.
Vehicle	Means a motor vehicle, plane or boating vessel owned or leased by the University and used for University purposes.
Visitor	Means any person who is not an ECU student or staff member on University grounds including volunteers and persons using University facilities.
Workplace	Means a place where employees work or are likely to be in the course of their work.

### 4. POLICY CONTENT

Smoking is prohibited in all Edith Cowan University workplaces (whether on or off campus).

Recruitment and all other advertising documents including student and staff induction handbooks will clearly indicate that the University is a smoke-free University.

Employees, students, contractors, sub-contractors and their employees are reminded that the use of tobacco products is also prohibited with respect to the following situations.

## 4.1 Specific rules on the prohibition of tobacco related products

### 4.1.1 Smoking is prohibited

- a. In all ECU owned and controlled buildings, property and workplaces, whether on campus or not;
- b. On all University grounds, unless subject to a specific Declaration by the Vice-Chancellor, made under the Edith Cowan University lands and Traffic By-laws, to permit smoking in a designated area;
- c. In all ECU vehicles or any vehicle being used for the purpose of University business.

ECU staff and students will be encouraged and supported to quit smoking via the established support systems.

### 4.1.2 Exclusion

- a. Actors in the performance of theatrical shows where the use of smoking implements are essential to the performance.

## 4.2 Building requirements

- 4.2.1 The University will erect signage to inform persons that they have entered a smoke-free environment.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

### *Policy Owner*

The Policy Owner the Director Human Resources Services Centre has overall responsibility for the content of this policy and its operation in ECU.

### *Human Resource Services Centre*

The Human Resource Services Centre (Safety and Employment Relations) are delegated the strategic responsibility for reviewing and amending this policy.

### *University Faculties and Service Centres*

University Faculties and Service Centres are responsible for the operational implementation and management of the Policy

### *Staff/students/contractors*

Staff/students/contractors are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

## 6. RELATED DOCUMENTS:

6.1 The policy is supported by the following Guidelines:

- Smoke-Free University Guidelines
- Edith Cowan University Lands and Traffic By-Laws
- Work Health and Safety Policy [HR081]

6.2 Other documents which are relevant to the operation of this policy are as follows:

Available from the State Law Publisher

- Occupational Safety and Health Act 1984
- Tobacco Products Control Act (WA) 2006
- Tobacco Products Control Regulations (WA) 2006

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources Services Centre
All Enquiries Contact:	Director Human Resources Services Centre
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## 8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	15 June 2001
Date last modified:	March 2014
Revision History:	<ul style="list-style-type: none"> <li>• June 2001 : Policy reformatted in April 2001 to meet legislative changes</li> <li>• March 2003: Policy amended to include the definition of Enclosed Workplaces. Other sections amended to accompany the above definition. Revised to suit the University format.</li> <li>• January 2005: Policy revised to meet the amended Smoking in Public Places Regulations eg prohibition of smoking around entrances/exits &amp; air conditioning ducts.</li> <li>• July 2009: Policy amended to comply with University Guidelines re Drafting of Policy Documents</li> <li>• September 2010: Minor amendment regarding revised restrictions on smoking locations – Approved by the Vice-Chancellor 29.09.2010</li> <li>• November 2011: Review of policy to reflect changes within the University By-Laws. Amended policy effective 1 January 2012</li> <li>• November 201 : Amended to align with new policy template</li> <li>• March 2014: Policy revised to include e-cigarettes in the definition of Smoking</li> </ul>
Next Revision Due:	March 2017
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