

Smoke-Free University Policy

Section 1 - Purpose of Policy

(1) The purpose of this Policy is to set out the the University of Wollongong's (the University) position on the prohibition of and use of tobacco products and personal vaporisers at all Australian campuses and facilities as well as activities and events on or off campus.

Section 2 - Application and Scope

(2) This Policy applies to staff, students, contractors, visitors, tenants and vendors whilst on University property, using University vehicles and attending University events or activities. This Policy does not apply to Campuses of the University outside of Australia.

(3) This Policy supports the [Workplace Health and Health, Safety and Wellbeing Policy](#), by setting out the requirements to promote and sustain a safe smoke free environment at the University.

Section 3 - Policy Principles

(4) The University recognises that the use of tobacco products and personal vaporisers on University property is detrimental to the health and safety of students, employees, contractors, tenants and visitors.

(5) Smoking of tobacco products or personal vaporisers is prohibited on all University property, in University vehicles and at all University activities and events with the following exceptions which may utilise designated smoking areas:

- a. UniBar;
- b. Student Accommodation Facilities;
- c. Innovation Campus;
- d. other areas as approved by the Chief Operating Officer and Vice-President Operations.

(6) Designated smoking areas are to:

- a. comply with the [Smoke-free Environment Act 2000](#);
- b. provide reasonable protection for non-smokers from second-hand smoke; and
- c. be used as a limited measure to achieve the goal of a smoke-free University.

(7) Sale, promotion, advertising or free distribution of tobacco products or personal vaporisers as well as any directly funded tobacco-industry activities are prohibited at all University property.

Section 4 - Assistance for Smokers

(8) The University values healthy lifestyle choices and encourages everyone to take action to protect their health.

(9) Smokers seeking advice on how to quit smoking should contact the Quitline on 137848, visit the website [NSW Quitline](#), and/or contact the University's [employee assistance provider](#).

(10) Smoking cessation awareness sessions will be facilitated by the Wellbeing Health and Safety Unit for staff and students at various times depending upon need.

Section 5 - Communication

(11) The University will periodically communicate the requirements of this Policy to students, employees, contractors, tenants, and visitors via signage, induction and inclusion in contracts as well as other appropriate means.

Section 6 - Compliance

(12) Compliance with this Policy is mandatory.

(13) Staff, students, contractors, visitors, tenants and vendors are required to comply with relevant laws and University policies and procedures. Any breaches of the law or this Policy will be managed in accordance with established Policies including but not limited to the [Campus Access and Order Rules](#).

(14) All persons are encouraged to be familiar with and raise awareness of the requirements of this Policy. Individuals smoking on University premises or property may be approached and politely informed that the University is a smoke-free environment, and their cooperation is required to not smoke on University property.

(15) Persons asking an individual or group to stop smoking should do so in a polite and respectful manner.

(16) Where a person has been asked to discontinue smoking on University property this request is to be actioned immediately by the smoker in a polite and respectful manner.

(17) Instances of non-adherence to this Policy that cannot be addressed in the first instance can be reported to University Security and recorded using the University's hazard and incident reporting system.

Section 7 - Roles and Responsibilities

(18) Supervisors are required to:

- a. ensure staff, students, visitors and contractors within their responsibility are informed of this Policy;
- b. ensure complaints about alleged breaches of this Policy are dealt with quickly and effectively at the lowest possible level.

(19) All persons at the University:

- a. must cooperate with the requirements of this Policy and act in accordance with [Campus Access and Order Rules](#);
- b. may politely request anyone not cooperating with policy to cease smoking.

(20) WHS Unit responsibilities:

- a. facilitate smoking cessation programs where the need is identified;
- b. assist with promotion of smoke-free campus information to stakeholders.

(21) COO responsibilities:

- a. approve designated smoking areas on Australian UOW campuses.

(22) University Security responsibilities;

- a. respond to instances where smokers do not comply with this Policy.

Section 8 - Definitions

Word/Term	Definition (with examples if required)
Authorised person	(23) As defined in the Campus Access and Order Rules .
Non-tobacco smoking product	Means any product (other than a tobacco product) that is intended to be smoked, and includes any product known or described as herbal cigarettes.
Passive smoking	When non-smokers are exposed to second- hand smoke.
Personal vaporiser	A personal vaporiser is a device that: 1. is capable of being used to deliver a substance into an individual's body when the individual inhales through the device; and 2. has one or more of the following parts: an electric heating element; a cartridge or container to store a liquid, vapour or gas; battery; This includes for example, vapes, electronic cigarettes or 'e-cigarettes'. Asthma inhalers and other similar medical devices approved by the Therapeutic Goods Administration are not defined as personal vaporisers for the purposes of this Policy. For clarity, the issuing of a script to use a vape does not permit the individual to contravene this Policy.
Second-hand smoke	Smoke from burning tobacco products, such as cigarettes, cigars, vaporisers or pipes as well as smoke that has been exhaled, or breathed out, by the person smoking.
Smoking	The action or fact of emitting smoke, giving off steam or vapour from a tobacco or-non tobacco product or personal vaporiser. Note: This Policy does not authorise the smoking or consumption of any substance prohibited by law.
Tobacco products	Includes all tobacco, cigarette, cigar, water-pipe, vape or any other product containing tobacco designed for human consumption or use. Whether or not this has been prescribed by a medical professional.
University property	All University buildings, facilities or property owned, leased or operated by UOW. This includes campus grounds, facilities or vehicles that are the property of UOW.
University vehicles	All University owned or leased cars, buses, vans, tractors, mowers, aircraft and boats.

Status and Details

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Responsible Executive	Matthew Wright Chief Operating Officer and Vice-President Operations
Responsible Officer	Darren Smith Senior Manager, Wellbeing, Health and Safety
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