



Policy: Smoke-free Campuses

Policy Type:	Occupational Health and Safety
Policy Number:	TCM06
Date Approved:	28 th August 2024
Previous Policy:	2021
Review Date:	28 th August 2027

1 OBJECTIVES

The objective of this policy is to outline the College's commitment to providing a smoke-free work and learning environment. Trinity College has a responsibility under the *Occupational Health and Safety Act 2004 (Vic)* to provide a safe work environment, free from hazards.

2 SCOPE

The policy applies to all College-controlled buildings and property.

3 POLICY

3.1 Preamble

Trinity College is committed to providing a safe and healthy environment for all staff, students, contractors and visitors. Under the *Occupational Health and Safety Act 2004 (Vic)*, it is imperative for a business to protect the health of all workers. The Tobacco Act 1987 (Vic) prohibits smoking in all enclosed workplaces (see appendix for definitions).

In line with the University of Melbourne's Smoke-Free Campuses Procedure (MPF1260), since 2014 the College has enforced a smoke-free campuses policy to eliminate smoking on all College grounds. Trinity College's Smoke-Free Campuses policy is based on, but is not entirely the same as, the principles, guidelines and information as outlined in the University's procedure. More information can be found at: <http://tobaccofree.unimelb.edu.au>

At the College, designated smoking areas have not been allowed since 1 December 2015, when the College was transitioning to smoke-free campuses. Staff and students can access the University of Melbourne and City of Melbourne designated smoking areas. At the College's discretion it may establish a temporary designated smoking area for safety reasons at particular events.

3.2 Legislation

This policy is enforceable under the Tobacco Act 1987 (Vic), for enclosed workplaces. Within outdoor areas (not including all outdoor dining areas for a Commercial basis) the legislation is not enforceable and therefore, our smokefree policy needs to be self-enforcing. Thus, adequate signage is key to ensuring the

policy is clearly adopted by staff, students, contractors and visitors. To this effect, 'No smoking' signs will be displayed as appropriate throughout all campuses.

Updated legislation in Victoria from 1st August 2017

From 1 August 2017, smoking will also be prohibited in the following areas:

- a) all outdoor dining areas where food (other than pre-packaged food or uncut fruit) is provided on a commercial basis;
- b) at certain food fairs and organised events. In addition, from 1 August 2017 the use of electronic cigarettes will be prohibited in all of the above legislated smokefree areas.

For more information on these laws, see the Victorian Department of Health website on Tobacco Reforms at www2.health.vic.gov.au/public-health/tobacco-reform

3.3 Smoke-free Campuses

Staff, students, contractors and visitors are prohibited from smoking (including e-cigarettes and other vaping devices) in College-controlled buildings and property.

Smoking is prohibited within 5 metres of the external perimeters, entry points, doorways, operable window or air intake of any Trinity campus.

Appropriate signage that Trinity College is a Smoke-Free Campus is in place.

To help smokers who may wish to modify or quit smoking, support will be provided to help them. This includes health information concerning smoking (see below link to Quitline Victoria) and the HR staff induction will be updated to reference this policy.

The responsibility for enforcing the policy rests with SMT, managers, and all staff at Trinity College.

4 NON-COMPLIANCE

This smoke-free policy is an integral part of our existing workplace health and safety policies. Staff may direct anyone found smoking (including vaping) on Trinity College premises to politely extinguish their cigarette or stop vaping, and to go outside of Trinity College premises to smoke (at least 5 metres from any building or campus entrance).

1. Any breaches to this policy should be reported as a hazard or incident through the Trinity College intranet site.
2. Breaches of this policy by staff or students and refusal to comply with reasonable direction must be reported to the immediate manager of the respective staff member and in the case of students to the relevant Dean. Visitors and contractors refusing to comply must be reported to Property and Facilities Services.
3. Any staff member, contractor or visitor who has a grievance relating to this policy should speak to a Health & Safety Representative or the OH&S Coordinator. Students with a grievance will need to deal with the relevant Dean.

Further information on the health effects of second-hand smoke and other relevant literature around how to quit is available on the Quitline website below.

<https://www.quit.org.au/>

5 ROLES AND RESPONSIBILITIES

Role / Decision / Action	Responsibility	Conditions and limitations
Review of this policy	SMT	This policy will be reviewed every 3 years by the Trinity College Senior Management Team.
Day-to-day supervision of the policy	Deans/Divisional Heads or their delegate of each College Division	
HR practices associated with this policy	Senior HR Manager	
Familiarisation with this policy	All Staff	

6 DEFINITIONS

Workplace: The **Occupational Health and Safety Act 2004** covers most **workplaces in Victoria** including offices, hospitals, schools, factories, construction sites, farms, forests, boats, vehicles and any place where employees or self-employed people **work**

For the purposes of this policy a “workplace” includes: all Trinity College grounds and buildings (both inside buildings, sheds or other enclosed spaces and outside within the grounds).

Smoking: Smoking means the inhalation and exhalation of the smoke of burning tobacco. For the purposes of this policy, smoking also refers to:

- any method of consuming by combustion/smoking of plant material, herbs, or drugs (licit or illicit) using any utensil or apparatus including cigarettes, pipes or cigars; and
- the use of e-cigarettes or other vaping devices (inhalation of vapour).

7 RELATED DOCUMENTS

- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Trinity College Occupational Health and Safety Policy](#)
- [The Tobacco Act 1987 \(Vic\)](#)
- [The Tobacco reform: updated legislation in Victoria from 1st August 2017](#)
- www.quit.org.au
- www.health.vic.gov.au/tobaccoreforms/downloads/smoke-free_workplaces_guide.pdf

8 POLICY OWNER

The Director of Shared Services is responsible for the development, compliance monitoring and review of this Policy and any associated procedures or guidelines.

9 REVIEW

This Policy is to be reviewed after three years from the date of approval and implementation.

10 VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
V:1	SMT	1 December 2014	1 December 2014	Established

Version	Approved By	Approval Date	Effective Date	Sections Modified
V1.1	SMT	31 December 2018	31 December 2018	All document amended
V1.2	SMT	17 February 2021	1 March 2021	All document amended
V1.3	SMT	28 August 2024	28 August 2024	Section 6; the definition of smoking updated to include vaping.