

SMOKE-FREE ENVIRONMENT PROCEDURES 2012

Issued by: Director, Human Resources

Dated: 24 January 2012

Date amended: 6 June 2017 (administrative amendments only)

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1 Purpose and application

- (1) These procedures are to give effect to the [Smoke-Free Environment Policy 2012](#) ("the **policy**").
- (2) These procedures assist with the identification and management of designated smoking areas.
- (3) These procedures apply to all staff, students, affiliates and visitors.

2 Commencement

These procedures commence on 30 January 2012.

3 Interpretation

Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the policy.

Note: See clause 6 of the policy

4 Identification of designated smoking areas

The Director, Human Resources, in consultation with the Director, Campus Infrastructure and Services, has prescribed designated smoking areas as depicted on campus maps published on the [Safety Health and Wellbeing](#) (WHS) website:

- (1) [Camperdown campus map](#)
- (2) [Darlington campus map](#)
- (3) [Cumberland campus map](#)
- (4) [Camden campus map](#)

- (5) [Cobbitty campus map](#)
- (6) [Mallett campus map](#)
- (7) [Rozelle campus map](#)

5 Applying for a temporary designated smoking area

- (1) The organiser of a ticketed event or performance may apply to the Director, Campus Infrastructure and Services for an area to be a temporary designated smoking area.
 - (a) Applications will be considered on a case-by-case basis. Each application must be supported by compelling rationale for considering an exemption to the policy.
 - (b) Each application must include a summary of the relevant event or performance as specified in sub-clause 2 below.
 - (c) Applications must be made at least six weeks prior to the date of the event or performance. A written response will be provided within two weeks of receipt, either approving or refusing the application. Where insufficient information is provided the application will be refused.

Applications may be submitted to Campus Infrastructure and Services through [Campus Assist Online](#). Applicants without access to Campus Assist Online may submit applications via email to campus.assist@sydney.edu.au or contact the Helpdesk on 9351 7838.

- (2) Each application for a designated smoking area at an event or performance shall include the following details:
 - (a) name of the event or performance;
 - (b) name of the department, club or society organising the event or performance;
 - (c) name and contact details of the principal organiser;
 - (d) date of the event or performance;
 - (e) start and finish times of the event or performance;
 - (f) number and category of attendees expected at the event or performance, e.g. students, alumni, paid ticket holders;
 - (g) location of the event or performance, including a venue map showing the proposed designated smoking area; and
 - (h) arrangements for provision of ash trays and cleaning of the designated smoking area.
- (3) The organiser of regular, alike events or performances at the same venue, who has been given approval for a designated smoking area, may also seek pre-approval for subsequent events or performances that meet the same criteria. In cases where pre-approval has been given the organiser is still required to provide a summary of each event or performance at least two weeks beforehand.
- (4) The landlord of a University owned residence may apply to the Director, Campus Infrastructure and Services for an outdoor area, which is associated with the residence, to be designated as a smoking area.

- (5) Proposed designated smoking areas must be at least 10 metres distant from any of the following:
 - (a) outdoor eating and drinking areas;
 - (b) regular thoroughfares and positions of public prominence;
 - (c) schools or child minding facilities;
 - (d) sporting fixtures or venues; and
 - (e) areas where non-smokers gather.

6 Communication and education

The University will:

- (1) publish the policy and these procedures on the University's online directory of policy documents;
- (2) communicate and publicise the policy and these procedures through the *Staff News*; *At Sydney*; posters; and other media;
- (3) ensure information for prospective students, employment advertisements and contracts for services performed on University premises include a reference to the policy;
- (4) erect appropriate signage to identify the designated smoking areas on each campus; and
- (5) provide web based:
 - (a) information about the University's smoke-free environment strategy;
 - (b) frequently asked questions;
 - (c) campus maps identifying the designated smoking areas; and
 - (d) a list of internal and external resources for quitting smoking.

Note: This information can be found on the [WHS wellbeing web pages](#)

7 Compliance

- (1) All individuals entering University lands must co-operate with directions given to them in accordance with the policy and these procedures.
- (2) Staff working as a supervisor or manager of other staff, students, affiliates or visitors must ensure that people in their area of authority comply with the policy.
- (3) People found smoking outside designated smoking areas should be advised of the requirements of the policy by other members of the University community. Smokers should cease smoking and move to a designated smoking area.

If smokers do not comply after having been informed of the requirements of the policy, the matter should be referred to the offender's supervisor or manager (where known), or to the local [Campus Assist Officer](#), or the Helpdesk on 9351 7838. If, following an initial warning, staff, students or affiliates fail to comply; Campus security staff will escalate the matter through the appropriate line of management. Offensive conduct on University lands may be dealt with in accordance with the [University of Sydney \(Campus Access\) Rule 2009](#).

8 Review

The Director, Human Resources, in consultation with the Director, Campus Infrastructure and Services, will review the implementation of the policy annually, including the designated smoking areas, and report to the Senate Safety & Risk Management Committee.

NOTES

Smoke-Free Environment Procedures 2012

Date adopted: 24 January 2012

Date registered: 25 January 2012

Date commenced: 30 January 2012

Date amended: 6 June 2017 (administrative amendments only)

Administrator: Director, Human Resources

Review date: January 2013

Related documents:

[Work Health and Safety Act 2011 \(NSW\)](#)

[Smoke-Free Environment Act 2000 \(NSW\)](#)

[Smoke-Free Environment Regulation 2000 \(NSW\)](#)

[Workers Compensation Act 1987 \(NSW\)](#)

[Work Health and Safety Policy 2016](#)

[Tobacco Industry Funding Policy](#)

[Smoke-Free Environment Policy](#)

[University of Sydney \(Campus Access\) Rule 2009](#)

AMENDMENT HISTORY

Provision	Amendment	Commencing
4; Notes	Updating internal hyperlinks and policy documents	6 June 2017

