



Policy Number OP009

SMOKING ON CAMPUS POLICY

Rationale

Ormond College and the Wade Institute are committed to providing a safe and healthy environment for all staff, students, contractors and visitors. In line with the direction of the University of Melbourne, to meet the requirements of the Occupational Health and Safety Act 2004, the Tobacco Act 1987 and to support the National Tobacco Strategy 2012-2018, Ormond College would like the campus to be as smoke free as possible.

To ensure that no one is smoking near doorways or windows there will be three designated smoking areas. These will be the only areas on campus where people can smoke. This includes vaping and e-cigarettes. This policy will be in place from the date set by the Master.

Policy Goal

The College's smoke-free policy is a step towards promoting a healthier lifestyle among the Community and aims to minimise the detrimental effects of second-hand smoke on Community Members.

Policy Guidelines

Staff, students, contractors and visitors are prohibited from smoking in Ormond College or Wade Institute buildings or on the grounds near doorways or windows.

The designated smoking areas are at least 5 meters from all buildings, including balconies, verandahs, walkways and entry points.

Cigarette butt bins will be placed in the designated smoking areas and these must be used at all times.

The College has developed a support and information program to assist Community Members who are seeking to quit smoking. Specific support includes:

- Information promoting Quit support advertised across campus and on the Grail
- Availability for individual consultation to provide education and develop a behaviour change program
- Referral to external services, including Quit Victoria, the University of Melbourne Quit Educator, and primary care physician.

Any staff member, student, contractor or visitor has the right to request someone to extinguish a cigarette. Should a person be resistant please refer the issue to the Duty Manager at the Front Desk, who will then follow up with the individual and their Vice Master or Department Head.



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All breaches of this policy should be reported as a hazard and the relevant OH&S incident form should be completed and handed to the Director of Operations.

Please see the Drug and Alcohol Policy for further information on Smoking.

Communication of the Policy

Information about the changes will be circulated to staff, students and contractors. Staff will be advised by email.

To help promote the Smoking on Campus policy the following communication methods will be adopted.

- Each semester:
 - The Master will discuss the policy at a Formal Hall and staff meeting
 - The Chair of the OCSC and MCR will advise their communities via social media
 - The SCR President will advise the Senior Common room members via e-mail
 - The Director of Wade Institute to discuss the policy with the Wade Institute team
- Further communication can be made by posting on the Grail and via signage in the common areas where people tend to smoke