

POLICY
SMOKE-FREE WORKING ENVIRONMENT
(03.010)

POLICY

Northland Polytechnic shall provide a safe environment for people on its sites. Northland Polytechnic recognises the entitlement of everyone on campus to a smoke-free environment in all areas used for study and work; all grounds within any boundary; and at events organised by Northland Polytechnic (whether or not held on Northland Polytechnic grounds).

PURPOSE

To provide a smoke-free study and work environment in accordance with the *Smoke-free Environments Act 1990* and amendments (The Act). The Act provides for penalties against an employer who does not comply with the Act and for this reason, and concern for the general wellbeing of staff and students, all breaches of this policy shall be regarded in a serious light.

APPLICATION AND SCOPE

This policy applies to all Northland Polytechnic staff, students, visitors, contractors, and members of outside agencies on all campuses, learning centres and other contracted teaching sites; and Northland Polytechnic vehicles. This policy also applies to staff and students when wearing clothing or badges identifying the wearer as being associated with Northland Polytechnic.

DEFINITIONS

- *Smoke and Smoking*
As set out in s2 of the Smoke-free Environments Act 1990, and includes e-cigarettes (see below)
- *Smoke-free*
Free from exposure to smoke or vapour produced from an ignited tobacco product, weed, plant, or e-cigarette
- *Study and Workplace*
Any area that is occupied by Northland Polytechnic and that is frequented by staff and students during their activities at Northland Polytechnic. This includes all Northland Polytechnic vehicles, buildings and all outside areas
- *E-cigarettes/electronic cigarettes*
Electrical devices that heat a solution (or e-liquid), which produces a vapour that the user inhales or 'vapes'

COMPLIANCE OBLIGATIONS

- *Smoke-Free Environments Act 1990 and subsequent amendments*

Responsibility	Executive manager responsible for human resources
Approval dates	August 2017
Next Review	August 2020

PROCEDURES AND GUIDELINES

- 1.0 Smoking shall not be permitted in any Northland Polytechnic building, vehicle or Northland Polytechnic outdoor area.
- 2.0 Visitors to Northland Polytechnic shall be made aware of this policy and adhere to it.
- 3.0 No-smoking signs shall be displayed in appropriate places including Northland Polytechnic vehicles. This smoke-free Policy shall be clearly displayed on notice boards and other spaces as appropriate.
- 4.0 Education and promotion of smoke-free working environment shall be provided:
- All staff and students shall be informed of the policy
 - Reference to the smoke-free policy shall be included in appropriate student information
 - Reference to the smoke-free policy shall be included in appropriate workplace employment information
 - Recruitment information shall include a statement about the smoke-free policy. Service contractors shall be notified of the smoke-free policy
 - NorthTec internal newsletters/updates shall promote smoke-free lifestyles and stop smoking services
 - NorthTec shall promote stop smoking and outline the support offered to staff and students wishing to stop smoking.
- 5.0 Staff and students that smoke are encouraged to quit smoking. For those who wish to do so, Northland Polytechnic shall provide advice and support in a smoking cessation programme.
- 6.0 In the interest of the health and wellbeing of everyone on Northland Polytechnic sites, it is the responsibility of all staff and students to promote this policy. Guidelines for dealing with breaches of this Policy are attached as Appendix 2. Training for staff and students in promoting a smoke-free working environment may be available.
- 7.0 Enquires relating to this policy or stop smoking programmes and support shall be directed to the Whangarei Campus Health Centre staff in the first instance.

KEYWORDS

Smoke-free

Smoking

Vaping

REVISION HISTORY

Version	Description of Change	Author	Effective date
1	New – replaced H97/21	QMS Team	January 2009
2	Review – management structure changes	QMS Team	January 2011
3	Re-approval	D Harrop	July 2015
4	All campuses and teaching sites made smoke-free; removal of references to designated smoking areas	QMS Team	

**GUIDELINES IN CASES OF NON-COMPLIANCE OF THE SMOKE-FREE WORKING ENVIRONMENT
POLICY**

- Staff and students can approach the person(s) who are in breach of the policy and request that they cease the activity and explain the reasons for the request.
- Should the person(s) fail to comply with the request, their name(s) and relationship with Northland Polytechnic should be obtained/requested and a formal complaint in writing, detailing the time, date, circumstances, people involved and any witnesses should be lodged with the Human Resources Department (staff) or Programme Leader (students) if known.
- If detail is not available, then as much information as is available/obtainable should be supplied.
- Once a formal complaint has been laid, it shall be dealt with in terms of the formal complaints procedure.
- Visitors or members of outside agencies shall be formally advised, by their Northland Polytechnic host, of our policy when they 'sign in', and must be instructed to comply with it while on Northland Polytechnic premises.