



## AFTRS Smoke Free Environment Policy

<b>Responsible Officer</b>	Director, Corporate Services
<b>Contact Officer</b>	Head of Human Resources
<b>Authorisation</b>	Chief Executive Officer and AFTRS Executive
<b>Effective Date</b>	Approved 19 <sup>th</sup> May 2008 Reviewed 6 <sup>th</sup> August 2011 Reviewed 1 <sup>st</sup> January 2012
<b>Associated Documents</b>	AFTRS Health and Safety Management Arrangements Commonwealth Smoke-Free Work Environment Policy 1988 <i>Work Health and Safety Act 2011</i> <i>Smoke-Free Environment Act 2000 (NSW)</i> <i>Smoke-Free Environment Regulations 2007 (NSW)</i>

### 1. Policy Name

The AFTRS Smoke Free Environment Policy

### 2. Preamble

The Australian Government's policy is that smoking is not to be permitted, except under prescribed circumstances, is not to be permitted in government operated premises.

### 3. Policy Scope

The policy applies to all AFTRS employees, contractors, students, volunteers and visitors (reference to employees covers all unless otherwise stated).

### 4. Policy Statement

AFTRS recognises its obligation to ensure a safe and healthy workplace and supports the right of all employees to work in a smoke free environment while acknowledging that some employees may choose to smoke.

AFTRS will adhere to the Australian Government's policy that smoking, unless necessary as part of a legitimate performance, shall not be permitted within Commonwealth controlled buildings or vehicles. AFTRS will also adhere to relevant, individual state legislation.

So far as is possible AFTRS shall ensure that there is an identified smoking area in a non-enclosed area on the AFTRS site. These shall be clearly signposted and cigarette receptacles provided and cleaned.

Failure to adhere to this policy is considered misconduct and disciplinary action, which may include termination of employment, enrolment or engagement, may be taken.

## 5. Roles and Responsibilities

Human Resources will inform new staff of this policy during their induction.

Divisions/Facilities will inform employees/contractors of this policy during their induction.

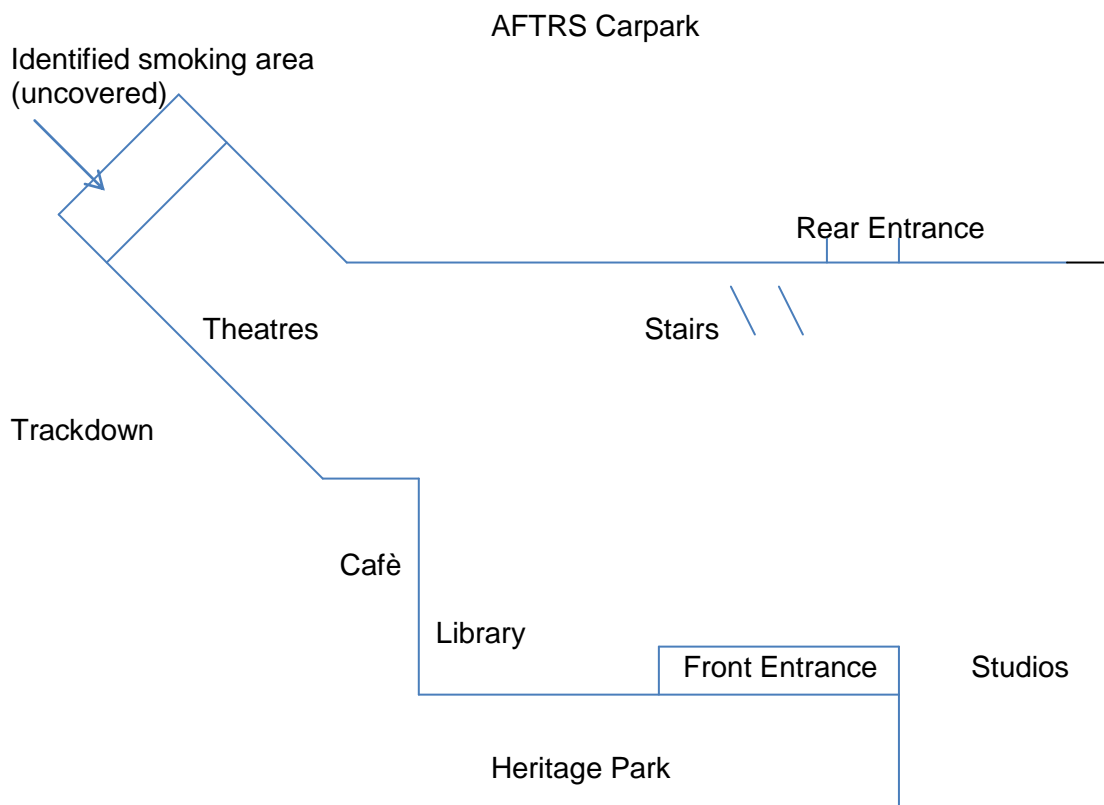
This policy will be included in the Student Handbook.

Non-award Students will be informed of this policy by lecturers or administrative staff.

Volunteers will be informed of this policy by Production Resources staff.

## 6. Guidelines

The following indicates the only smoking area at AFTRS.



## 7. Review

This policy will be reviewed as required by changes to legislation, policy or AFTRS circumstances.