

POLICY

SMOKE-FREE WORKING ENVIRONMENT (03.010)

POLICY

Northland Polytechnic has a duty to ensure a safe environment for people on its Northland Polytechnic sites. Northland Polytechnic recognises the entitlement of everyone on campus to a smoke-free environment in all areas used for study and work and undertakes as far as is reasonably practical to protect anyone who does not wish to smoke.

PURPOSE

Northland Polytechnic aims to provide a smoke free study and work environment in accordance with the Smoke-Free Environments Act 1990 and amendments. The Smoke Free Environment Amendment Act 2003 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 and members of outside agencies on all campus sites.

DEFINITIONS

- *Smoke-free*
Free from exposure to tobacco smoke produced from an ignited tobacco product, weed or plant.
- *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 (with the exception of purpose designed and designated smoking areas – see Appendix 2).
- *Designated Smoking Area*
Any area, designated shelter or place set aside, at which smoking is permitted and which is clearly demarcated to this purpose.

COMPLIANCE OBLIGATIONS

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

Responsibility Director Corporate Services
Approval dates November 2008
Next Review November 2011

RELATED DOCUMENTS

Northland Polytechnic Regulations

PROCEDURES AND GUIDELINES

- 1.0 Smoking shall not be permitted in any Northland Polytechnic building, vehicle or Northland Polytechnic outdoor area except for within a designated smoking area as listed in Appendix 2.
- 2.0 Visitors to Northland Polytechnic shall be made aware of this policy and shall be required to adhere to it.
- 3.0 No-smoking signs shall be displayed in appropriate places. Signage shall indicate the location of designated smoking areas.
- 4.0 Suitable receptacles shall be placed at designated smoking areas.
- 5.0 Designated smoking areas shall be determined by SMT in consultation with the Health and Safety Committee.
- 6.0 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.
- 7.0 In the interest of the health and wellbeing of everyone on Northland Polytechnic sites it is the responsibility of all staff and students to give effect to the requirements of this policy. Guidelines for dealing with breaches of this Policy are attached as Appendix 1.

KEYWORDS

Smoke-free
Designated smoking areas
Smoking

SIGNED: P Binney **Date:** January 2011
Chief Executive
Te Ahurei

APPENDIX 1

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 Organisational Development Manager.
- 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.



APPENDIX 2

Designated Smoking Areas:

Raumanga Campus

- Designated Grass Area - between D330 and D31 B
- Designated area - B Block courtyard 2 (B180-B140)
- Designated Area - Outside Arts Department at far end of covered walkway
- Smokers Hut on lawn outside Student Café

Kamo Road Horticulture

- Smokers table outside building at end of classroom

Robert Street – Learning Centre

- Non Smoking building. Students are requested not to smoke on street area outside front of building. There is a designated staff smoking area outside the back of the building.

Port Road - Learning Centre

- Covered area outside between workshop and classroom.

Future Trades Campus (Dyer Street)

- Outside designated area in courtyard.

Dargaville – Learning Centre

- Picnic tables outside classrooms 1 and 2.

Kaitaia Learning Centre

- Courtyard area outside Room 1.

Kaikohe Learning Centre

- Smoker's shelter shed by fence.

Kerikeri Learning Centre

- Lower deck of courtyard.

Rawene Learning Centre

- Outdoor designated smokers table