

Guideline Title: Smoke-Free University Guideline
Guideline Owner: Director Human Resources Services
Keywords: Smoking, Tobacco, Environmental, Health

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1. INTENT

This guideline supports the ECU Work Health and Safety Policy to provide a safe working environment and enables the University to operationalise section 4.1 (f) of the ECU Land and Traffic By-Laws which prohibits smoking on University lands.

The purpose of this guideline is to outline the specific responsibilities relating to the management of a smoke-free environment at the University.

2. ORGANISATIONAL SCOPE

This guideline applies to any person on ECU University Lands including all Workers, Students, Contractors and Visitors to the University. It applies all University workplaces, property and lands including buildings, ovals, car parks, vehicles and roads.

This guideline applies to all new contractual agreements relating to construction, maintenance, lease or rental of buildings owned or under the control of the University.

3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this guideline:

Term:	Definition:
Building	A building owned by or under the control of the University by virtue of the lease or any other arrangement. This also includes points of entry and exit, external air conditioning ducts and vents.
ECU	Edith Cowan University

Term:	Definition:
Property	The property owned by or under the control of the University whether freehold title or by lease or rental agreement and includes any portions of such property.
Smoking	The action or habit of intentionally inhaling and exhaling smoke or vapours using a smoking implement. Includes the use of cigars, pipes, cigarettes, e-cigarettes / vaporiser pens or any other similar device or product.
Worker	Any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.
University Lands	All grounds, gardens, ovals, buildings, walkways, car parks and roads owned by or under the control of the University by virtue of a lease or rental agreement.
Vehicle	A motor vehicle, plane or boating vessel owned or leased by the University and used for University purposes. A motor vehicle, plane or boating vessel owned or leased by the University and used for University purposes.
Visitor	Any person who is not an ECU student or worker on University lands including persons accessing or using University facilities.
Workplace	Place under the control of the organisation where a person needs to be or to go for work purposes.

4. GUIDELINE CONTENT

Smoke-Free University

- 4.1. Section 4.1 (f) of the University’s [Land and Traffic By-Laws](#) explicitly prohibits smoking of cigarettes and the use of tobacco products on University lands. A further [Declaration under the By-Laws](#) by the Vice Chancellor expanded this to include e-cigarettes, vaping and other similar products.
- 4.2. Non-compliance is an offence and the University is authorised to apply penalties in accordance with section 10.1 of the ECU Lands and Traffic By-Laws.
- 4.3. The smoke-free requirement applies in all ECU places of learning and research, it applies in all ECU workplaces including when workers are using vehicles for University business.

- 4.4. The University will erect signage to inform persons that they have entered a smoke-free environment.
- 4.5. Recruitment and all other advertising documents including student and staff induction materials will clearly indicate that the University is a smoke-free environment.
- 4.6. Information will be made available for Staff and Students to provide support and assistance to quit smoking on the [ECU webpage](#).

Smoke-Free University Accountabilities

The following roles hold specific accountabilities relating to the management of a smoke-free University.

- 4.7. The Director Student Life is accountable for ensuring all students and prospective students are advised that ECU is a smoke-free University and that information about cessation programs for students is available.
- 4.8. The Chief Financial Officer Finance and Business Services is accountable for ensuring all tender and contract documents, purchase orders and the associated documentation state that all ECU campuses and facilities are smoke-free environments.
- 4.9. The Director Brand and Marketing is accountable for ensuring, where relevant, ECU branding and advertising material clearly indicate that the University is a smoke-free environment.
- 4.10. The Director Human Resources Services is accountable for ensuring
 - a. A statement is included in employee recruitment advertisements that ECU is a smoke-free environment.
 - b. Information is available regarding support for staff who wish to cease smoking.
 - c. Staff WHS inductions clearly indicate that the University is a smoke-free environment.
- 4.11. The Director Digital and Campus Services is accountable for:
 - a. Ensuring the ECU Campus Access Induction for Contractors, Consultants and Visitors clearly indicate that ECU is a smoke-free environment
 - b. Ensuring campus maps include up to date campus boundaries showing where the campus boundaries and thus smoke-free areas end.
 - c. Ensuring sufficient smoke-free signage is installed and maintained, to ensure it is constantly visible, so that users of University facilities know that they are in a smoke-free environment. Damaged signs will be replaced, or new signs erected as required.
 - d. If required, establishing any designated smoking areas on campus that are approved by the Vice-Chancellor (VC), by a specific declaration as per 2.1(1)(b) of the ECU Lands and Traffic By-Laws. The process of establishing a designated smoking area shall be subject to a work health and safety (WHS) hazard risk assessment, reviewed by the University Health and Safety Committee (UHSC) prior to seeking approval from the VC.

Smoke-Free University Responsibilities

- 4.12. Members of Chancellery, Executive Deans, Deans, Directors, Associate Deans, Managers and Supervisors are accountable for ensuring that:
 - a. The requirements of the Smoke-Free University Guidelines are implemented in their area of control.
 - b. Workers and students under their control are made aware of their responsibilities and comply with the requirements of this guideline.
 - c. Workers and students under their control are made aware of the smoking cessation programs supported by the University where required.
 - d. Breaches are managed in accordance with the [Offences and Penalties](#) section of this guideline.
- 4.13. Executive Deans within the relevant School are responsible for approving any request to use smoking implements for performance purposes in accordance with the [Exemptions section](#) of this guideline.
- 4.14. University workers and students, including volunteers and other persons engaged by the University to undertake works on any of the University premises or infrastructure are responsible for:
 - a. Complying with the requirements of this guideline and not smoking in University workplaces and on ECU lands.
 - b. Requesting others observed smoking on University lands to extinguish the cigarette or move off ECU property if they wish to continue to smoke. If the individual feels uncomfortable or intimidated approaching the individual/s or feels threatened when advising someone to request they cease smoking, they may contact campus security on 6304 3333. Further advice on the best approach for this is available on the ECU website [here](#).
- 4.15. University teaching staff are responsible for reminding students at the commencement of each semester and thereafter on a periodic basis that the University is a smoke-free environment.
- 4.16. Workers engaging a contractor are responsible for making the contractor aware of the Smoke-Free University guideline at the time of engagement.
- 4.17. Visitors are responsible for observing that ECU is a smoke-free environment and not smoking on ECU campuses, vehicles or property in accordance with this requirement.

Offences and Penalties

- 4.18. The University's [Land and Traffic By-Laws](#) explicitly prohibit smoking of cigarettes and the use of tobacco products on University lands. Non-compliance is an offence and the University is authorised to apply penalties for breaching this may be enforced under section 10.1.
- 4.19. The process for enforcing penalties will be in accordance with the established processes under the By-Laws.
- 4.20. If a person smokes in University workplaces or on University lands after being informed to stop and deliberately or knowingly continues to offend, disciplinary action for misconduct may be taken in accordance with University Policies and Procedures.

Exemptions

- 4.21. The University may authorise exemptions for the use of smoking implements for Actors in the performance of a theatrical or screen production show where use of the implement is critical to the message being portrayed through the performance and essential to Student learning outcomes.
- 4.22. Any exemptions must be approved by the Executive Dean of the relevant School or Academy. A Work Health and Safety (WHS) hazard risk assessment must be undertaken and documented in Riskware for any exemption applied and controls implemented to reduce the risk to as low as reasonably practicable required to undertake the performance.

5. GUIDELINE ACCOUNTABILITIES AND RESPONSIBILITIES

The Director Human Resources is the Guideline Owner and has overall responsibility for the content of this guideline.

The Safety and Employment Relations Team is responsible for any work health and safety information and provision of advice relating to this guideline.

A Responsibility, Accountability, Support, Consulted and Informed (RASCI) matrix is attached at Appendix A of this document. It provides a summary of accountabilities and responsibilities in relation to this guideline.

6. RELATED DOCUMENTS

Legislation

Work Health and Safety and Health Act 2020 (WA)
Tobacco Products Control Act 2006 (WA)
Tobacco Products Control Regulations 2006 (WA)

By-Laws, Statutes and Rules

Edith Cowan University Lands and Traffic By-Laws

Policies

University Work Health and Safety Policy [HR081]

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Director Human Resources Services
All Enquiries Contact	Safety and Employment Relations Team
Telephone:	08 6304 2302

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8. APPROVAL HISTORY

Guideline approved by:	Director Human Resources Services
Date guideline first approved:	December 2013
Date last modified:	November 2021
Revision history:	<p>November 2021:</p> <ul style="list-style-type: none"> - Content from Smoke Free Policy merged into the Smoke Free Guideline with the intention to rescind the Policy. - Declaration under the By-Laws prohibiting Vaping, E-cigarettes and similar devices referenced. - Formatting and wording changes made. - Roles, Responsibilities and Accountabilities updated. - Guidance added for if staff and students feel threatened when advising someone the University is a smoke free they may contact campus security - Guidance provided on offences and penalties for breaches of the guideline / By-Laws. <p>May 2014 – Guidelines updated to reflect inclusion of e-cigarettes</p> <p>December 2013 – New guideline created following policy review</p>
Next revision due:	November 2024
HPCM file reference:	HSMS/58

Appendix A: RASCI Matrix

RASCI MATRIX

Responsible (R): The person who does the work to achieve the task.

Accountable (A): The person who is accountable for the correct and thorough completion of the task.

Support (S): The people who provide help/ resources to Responsible members to carry the project to completion.

Consulted (C): The people who provide information for the project and with whom there is two-way communication.

Informed (I): The people kept informed of progress and with whom there is one-way communication.

Smoke-Free University Guideline Requirements	ECU Officers				Deans & Directors	Director Human Resources Services	Director Student Life	Director Brand and Marketing	Director Digital Campus Services	CFO Finance and Business Services	Associate Deans, Managers & Supervisors	Safety and Employment Relations (SER)	University HS Committee	Health and Safety Representatives	Responsible Officers	Workers	Students	Visitors
	Chancellor Council QARC Academic Board	Vice-Chancellor	Chancellery	Executive Deans														
Following ECU's Smoke Free Requirements	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Implementing Smoke-Free requirements in their area of control	I	R	R	R	R						R	S		C				
Ensuring Smoke Free Requirements are included Recruitment and Advertising where relevant	I	R	R, S	R, S	R, S	A		A			S							
Communicating Smoke Free Requirements to Workers, Students and Visitors	I	R	R	R	R	A	A		A		R			C	A	S	I	I
Managing breaches to Smoke-Free University Guidelines	I	R	R	R	R						R							
Implementing and maintaining relevant signage	I	R, S	R, S	R, S	R, S			S	A		S	S						
Providing information and support on ceasing smoking	I	R, S	R, S	R, S	R, S	A	A				S	S			S	I	I	I
Approving exemptions to the Smoke Free Requirements	I	S	S	A	S						S	S	C	C		I	I	I
Including smoke free requirements in relevant tenders and contracts	I	R, S	R, S	R, S	R, S					A	S	S			R, S			
Approving any designated smoking areas on Campus	I	A	C	C	C						C	S	R, C	C				
Establishing any designated smoking areas on Campus	I	S	S	S	S				A		S	S	S	C				