



## **UWA Smoke Free 2012 – Information for Managers and Supervisors**

### **Overview**

The University of Western Australia became smoke free on 1 January 2012.

Smoking is prohibited in, or at, all of the University's buildings, properties and workplaces. The ban on smoking applies to staff, students, visitors and contractors. Under the University's policy on smoking, the environment is to be free from tobacco advertising, promotion, sponsorship, sale, and both direct and indirect research funding from the tobacco industry. The full policy can be viewed at [www.universypolicies.uwa.edu.au/search?method=document&id=UP07%2F150](http://www.universypolicies.uwa.edu.au/search?method=document&id=UP07%2F150).

### **Managing non-compliance with the University's smoke free policy**

The legal, mandatory requirements pertaining to smoking indoors, in food areas, or within five metres of a door, window or air intake will continue to be handled in line with the relevant University disciplinary procedures. Under the Occupational Health and Safety Act and the Tobacco Control Act, the University must enforce the rules in relation to these areas.

The University is using an educational, health promoting approach to inform its staff, students, contractors and visitors of the broader smoke free policy. Strategies to raise awareness of the policy have, and will continue to be implemented. These include:

- a webpage ([www.uwa.edu.au/smokefree](http://www.uwa.edu.au/smokefree))
- fixed and portable signage
- global email dissemination to staff and students
- print resources (an A5 flyer and information card)
- staff and student induction and orientation
- relevant activities and events
- media releases.

It is important that any breaches in the University's Policy on Smoking are handled consistently and with sensitivity, respect and courtesy.

Staff and students are encouraged to take an active role in creating a safer and healthier environment in which to work and study by engaging in a casual but respectful conversation with anyone smoking on University grounds.

A range of communication hints and approaches, along with a sample script for communicating with someone in breach of the policy have been provided on the smoke free webpage. Visit [http://www.safety.uwa.edu.au/health/information\\_and\\_web\\_resources](http://www.safety.uwa.edu.au/health/information_and_web_resources) to view this information.

### **The role of Managers and Supervisors**

Managers/Supervisors and Heads of School have responsibilities specific to the implementation and maintenance of the University's Policy on Smoking. These include:

- having read and understood the policy

- ensuring that current and future staff are familiar with the policy and their obligations under it
- supporting staff who want to quit smoking by informing them of available cessation services
- informing their contractors and visitors of the smoke free policy.

University Managers and Supervisors also have an essential role to play in managing compliance with the University's Policy on Smoking.

Students and staff who have attempted to manage a breach in the policy may refer the issue to their Manager or Supervisor if the person continues to smoke on University grounds.

Staff and students who notice someone breaching the policy may also refer the issue to their Manager or Supervisor if they do not feel comfortable engaging in a conversation with the person smoking.

In the aforementioned two instances, Managers and Supervisors should:

1. Approach the person in breach of the policy.
2. Politely remind them that the University is smoke free and that they need to either stop smoking or move off the University's grounds to smoke.
3. Advise the person that waste disposal units have been provided at the main entries to the University so that cigarette butts and associated tobacco products and packaging can be disposed of thoughtfully.
4. Provide them with an information card, which includes the details of smoking cessation services and the University's smoke free webpage. For copies of the information card call UWA Safety & Health on 6488 3938. The card can also be viewed [http://www.safety.uwa.edu.au/health/information and web resources](http://www.safety.uwa.edu.au/health/information_and_web_resources).

More information about approaching and talking to a person in breach of the policy are available on the smoke free webpage at [http://www.safety.uwa.edu.au/health/information and web resources](http://www.safety.uwa.edu.au/health/information_and_web_resources).

### **Steps to take if a person continues to breach the policy**

As a Manager or Supervisor, if you have advised the person of the University's Policy on Smoking and they continue to smoke, it is recommended to escalate this to their Dean (or equivalent). Should the smoking continue, despite the Faculty or Administrative area warnings, these breaches must be formally reported to the Director, Human Resources (for staff) or Registrar (for students) as appropriate.

### **Should I do anything to advise my staff of the smoke free policy?**

It is strongly recommended that you remind existing staff and advise any new staff of the University's Policy on Smoking. Contractors and visitors should also be advised of the policy.

While two global emails about the smoke free policy have already been sent to staff, you may choose to send an email to your staff at the beginning of 2012 to remind them that the University is smoke free. This email could also refer your staff to the

smoke free webpage at [www.uwa.edu.au/smokefree](http://www.uwa.edu.au/smokefree) for more information about the policy, smoking cessation support services and resources.

### **What about staff smoking breaks?**

All staff are encouraged to take regular breaks from their work station for health and safety reasons. Staff smoking breaks should be considered in the light of this advice.

It is recommended that you establish clear boundaries with all your staff in relation to the time spent on work breaks. If you notice that a staff member is taking long or too frequent breaks (including smoking off campus), you should discuss this with the person immediately; reiterating the boundaries and your expectations. If the issue is not resolved, it should be referred to Human Resources.

### **Where can I obtain more information?**

The University has developed a webpage to provide more information about the smoke free policy, including:

- the University's Policy on Smoking
- why the University has become smoke free
- how the University is supporting staff and students who want to quit smoking
- answers to frequently asked questions about the policy
- links to smoking cessation resources and services
- links to agencies that can provide more information about smoking and cessation
- copies of the University's smoke free flyer and information card
- hint and approaches for communicating with someone in breach of the policy
- the UWA is Smoke Free web stamp that can be applied to University webpages and relevant documentation.

The webpage is available at [www.uwa.edu.au/smokefree](http://www.uwa.edu.au/smokefree)

Additional queries should be directed to UWA Safety & Health on 6488 3938.