

Smoke Free Policy

Section 1 - Purpose

(1) The purpose of this Policy is to provide Melbourne Polytechnic staff, students, visitors, lessees and contractors with a safe and healthy smoke and tobacco free working and learning environment.

Section 2 - Scope

(2) This policy applies to all staff, students, visitors, lessees and contractors at all Melbourne Polytechnic sites including but not limited to all owned or leased buildings, structures, outdoor areas, grounds, car parks and vehicles.

(3) The Smoke-Free policy includes using tobacco, e-cigarettes, vapes or anything burning or electronic inhaled.

Section 3 - Policy

Policy Statement

(4) Melbourne Polytechnic is committed to ensuring the health, safety and welfare of its employees, students and visitors by promoting a smoke-free working and learning environment. As such, smoking is prohibited:

- a. regardless of whether you are in your personal vehicle, institute vehicle, or on the premises;
- b. within 4 metres of any pedestrian access point to the TAFE;
- c. from Melbourne Polytechnic vehicles at all times; and
- d. on any approved Melbourne Polytechnic fieldwork activity.

(5) All Melbourne Polytechnic sites must be free from the sale of tobacco, its advertising, promotion and sponsorship.

Policy Principles

(6) In recognition of the public health evidence of the social costs associated with smoking, Melbourne Polytechnic provides a smoke and tobacco free environment for its staff, students, visitors, lessees and contractors.

(7) Melbourne Polytechnic recognises that all persons working, learning or visiting at Melbourne Polytechnic sites are entitled to a smoke-free environment where they are not impacted by second hand smoke.

Policy Topics

Smoke-free Campus

(8) Melbourne Polytechnic's comprehensive smoke-free policy prohibits smoking on all MP TAFE campus premises and sites including indoor, outdoor areas and vehicles to protect staff, students, visitors, lessees and contractors from serious health risks and create a healthier learning and work environment.

Enforcement

(9) Non-compliance with this policy may be addressed through the relevant disciplinary processes on the recommendation of the Executive Director Commercial, Sustainability and Infrastructure.

Signage

(10) Signs are strategically placed throughout each Melbourne Polytechnic campus, including entrances, main pathways, car park areas with an aim is to ensure maximum visibility and legibility of the signs, minimising confusion about smoking regulations and notifying that Institute sites are smoke free

Section 4 - Responsibility and Accountability

(11) Melbourne Polytechnic staff, students, visitors, lessees and contractors are responsible for providing and maintaining a healthy and safe environment. Accordingly, each individual will be responsible for familiarising themselves with this policy and complying with its stipulations and, by using a careful approach, informing others who may need to be made aware of this policy.

(12) The Executive Director Commercial, Sustainability and Infrastructure will ensure the update Smoke-Free Policy is updated to reflect legislative requirements by recommending changes to the relevant Approval Authority.

(13) All staff to ensure all occupants of Melbourne Polytechnic premises abide by Melbourne Polytechnic Smoke-Free policy.

(14) People and Culture will advise new staff of Melbourne Polytechnic's Smoke-free policy.

(15) All teaching areas when inducting new students will include the Melbourne Polytechnic Smoke-Free policy as part of the induction.

Section 5 - Supporting Documents and Templates

(16) This Policy is to be read in conjunction with the relevant regulatory requirements:

- a. [Drugs, Poisons and Controlled Substances ACT 1981](#) (Vic)
- b. [Education and Training Reform Act 2006](#) (Vic)
- c. [Education and Training Reform Regulations 2017](#) (Vic)
- d. [Work Health and Safety Act 2011](#)
- e. [Tobacco Act 1987](#) (Vic)

Section 6 - Definitions

(17) For this policy, the following definitions apply:

- a. Melbourne Polytechnic sites: all owned or leased buildings, structures, outdoor areas, grounds, car parks and vehicles.
- b. Smoking: Smoking is defined as inhaling tobacco, e-cigarettes, vapes or anything burning or electronic that is inhaled and not medically approved.
- c. Tobacco: means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, clove cigarettes, or any other preparation of tobacco.

Status and Details

Status	Current
Effective Date	6th October 2023
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Approval Authority	
Approval Date	6th October 2023
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Policy Owner	Gabriel Solorzano Torres Executive Director Commercial, Sustainability and Infrastructure
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