

OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0412.07	
Title:	Smokefree / Auahi Kore Policy		
ITPNZ Standard:	4 Staff Selection, Appraisal and Development		
Chief Executive Approval:	Approval Date: 19 Dec 2014	Effective Date: 19 Dec 2014	
Previous Policy Number:	n/a	Review Date: as required	
Contact Authority:	Director: Organisational Development	Status: Current	

Purpose

The purpose of the Smokefree/Auahi Kore policy is to:

- provide a healthy and safe environment for students, staff, contractors and visitors at Otago Polytechnic
- protect the right of everyone to breathe clean air
- define where people may and may not smoke
- make available support for people who wish to stop smoking

Background

On 31 May 2010, Otago Polytechnic became Smokefree both indoors and outdoors on all campuses and grounds.

Otago Polytechnic is committed to lifelong Smokefree Learning and the new Smokefree campus reflects our commitment to provide a positive, healthy learning environment.

Outdoor smoking bans are generally self-monitoring and Otago Polytechnic aims to take a supportive approach to implementation of this policy with information, quit support and promotion of the positive aspects of Smokefree environments.

Statutory Compliance

Smoke Free Environments Act 1990 and Amendment Act 2003
 Health and Safety in Employment Act 1992 and Amendment Act 2002
 Human Rights Act 1993.

Policy and Procedures

1. Smoking (including electronic cigarettes) is prohibited in ALL areas of Otago Polytechnic and includes:

- all buildings, including balconies
- all outdoor areas on site
- vehicles owned or used for work purposes by Otago Polytechnic
- the Childcare Centre

2. Other spaces

Otago Polytechnic encourages smokers to be considerate of others in open spaces not controlled by the Polytechnic, such as public footpaths,

Otago Polytechnic also encourages smokers to consider the effects on the environment when disposing of cigarette butts and to be aware that

- there is a risk of fire if cigarettes/butts are placed in rubbish bins
- storm water drains and gutters lead directly to waterways and cigarette butts harm these.



3. Support

Otago Polytechnic supports smokers who wish to stop and suggests the following:

Quitline 0800 778 778, a free service which includes after hours support (there is a nominal fee for nicotine patches if desired).

Staff:

Stop Smoking Resource Packs, prescriptions for nicotine patches, gum and lozenges are available from the Health and Safety Advisor. Individual support from a trained smoking cessation counsellor is available - contact the Health and Safety Advisor or Union Representatives for details.

Students:

Support is available from Student Health.

4. Compliance

All staff, students, contractors and visitors are expected to support the promotion of the Smokefree policy and comply with signage. Where someone is smoking on the Polytechnic premises, you are encouraged to

- ask the person to stop smoking; and/or
- ring the Smokefree Support line on 03 474 8468, or email health&safety@op.ac.nz; or
- speak with a member of Leadership Team

Reports will be logged, followed up and investigated if deemed appropriate.

If an investigation indicates that the Smokefree policy or Smokefree Environments Act 2003 has been contravened, steps will be taken to resolve the case.

Anyone smoking in contravention of the policy may be referred to the appropriate disciplinary process for either staff or students as per policy.

Any student who is found smoking in any part of the Polytechnic premises will be asked to move off the premises. If the same student is found smoking again on Polytechnic premises an instant fine of \$20 may be imposed by the Director: Quality. Any money collected from these fines will be donated to a charity.

Referral Documents

MP0400 series - Occupational Health and Safety Policies
MP0444 Resolving Performance Issues
AP0521 Programme Entry, Continuation and Exclusion
AP0602 Student Discipline
Students Rights and Responsibilities

Approved by Chief Executive
Date: 19 December 2014

