



Smoke Free / Auahi Kore Policy

Purpose

Unitec is committed to lifelong Smokefree / Auahi Kore learning and the new Smokefree / Auahi Kore campuses reflect our commitment to provide a positive healthy learning environment. Unitec recognises the significant risks associated with smoking and exposure to second hand smoke and for this reason has adopted a “100% Smoke-free / Auahi Kore” policy in accordance with the provisions of the [Smoke-free Environments Act 1990](#). This includes the use of E-cigarettes or Vaping.

This policy is intended to:

- i) provide a healthy and safe environment for staff, students and visitors;
- ii) protect the right of everyone to breathe clean air;
- iii) define where people may or may not smoke; and
- iv) make support available for people who wish to stop smoking.

Scope

This policy is based on the following principles found in the [Smoke-free Environments Act 1990](#); the [Health, Safety at Work 2015](#) and the [Human Rights Act 1993](#).

- i) All persons who do not smoke are entitled, so far as is reasonably practicable, to be protected from second hand smoke when on campus.
- ii) Unitec shall support all efforts and initiatives to promote a Smokefree /Auahi Kore lifestyle.
- iii) So far as reasonably practicable must ensure the health and safety of all staff, students and visitors.

Policy Statement(s)

- 1) Smoking and Vaping is prohibited in ALL areas of Unitec Institute of Technology at ALL times:
 - i) All buildings owned and leased to Unitec including balconies;
 - ii) All outdoor areas on all campuses, excluding areas leased from Unitec;
 - iii) Vehicles owned or used for work purposes by Unitec; and
 - iv) Within all vehicles on Unitec property.

- 2) Unitec will offer support to staff and students who are smokers and who wish to give up smoking.
 - v) Staff Stop Smoking Resource Packs, prescriptions for nicotine patches, gum and lozenges will be available from any member of the Health and Safety Team. Individual support from a trained smoking cessation counsellor is available – contact any member of the Health and Safety Team or Union Representative for details.
 - vi) Student Stop Smoking support is available from Student Health Centre

- vii) Unitec supports visitors to site who are smokers and who wish to stop smoking 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).
- 3) Unitec will offer support to staff and students who are smokers but do not wish to stop and who require treatment to manage their nicotine dependency in order to comply with the Smokefree / Auahi Kore Policy.
 - viii) Nicotine replacement therapy will be available. Contact any member of the Health and Safety Team, Union Representative or Student Health Centre for details.
- 4) Unitec ask that staff, students and visitors respect the Smokefree / Auahi Kore policies of other organisations with whom Unitec shares buildings and/or other facilities (e.g. Waitakere Library).
- 5) Unitec encourages smokers using other spaces to be considerate of others and Unitec's image in open spaces not controlled by Unitec, such as public footpaths and other areas.
- 6) Unitec encourages smokers using other spaces to consider the effects on the environment when disposing of cigarette butts and to be aware that:
 - ix) There is risk of fire if cigarettes/butts are placed in rubbish bins.
 - x) Storm water drains and gutters lead directly to waterways and cigarette butts harm these.

Associated Procedures

Breaches of Policy

- 1) All staff, students and visitors are expected to support the promotion of the Smokefree / Auahi Kore Policy and comply with the Policy and signage.
- 2) Staff are responsible for upholding the Policy and for that purpose shall have authority to do so both within and outside of their physical areas of responsibility. Where someone is smoking or Vaping on Unitec premises, staff are encouraged to:
 - xi) Politely remind person of the Smokefree / Auahi Kore Policy;
 - xii) Ask the person to stop smoking or Vaping and;
 - xiii) If they continue to breach the Policy ask them to leave the Unitec campus and if necessary, call campus Security.
- 3) Reports logged with sufficient information will be followed up and investigated by the Manager Health, Safety and Environment. If an investigation indicates that the Smokefree / Auahi Kore Policy or Smoke-free Environments Act 1990 has been contravened, steps will be taken to resolve the case.
- 4) In the event of repeat offending or where a person refuses to stop or leave the campus, standard staff and student disciplinary procedures may be invoked;

- xiv) A staff member may be dealt with in accordance with staff Disciplinary Policy.
- xv) A student may be dealt with in accordance with Student Disciplinary Statute.
- xvi) A visitor may be dealt with under any other contractual arrangements that may be applicable.
- 5) Should a complainant feel that their complaint has not been appropriately resolved, they may refer the complaint to the Community Health Unit in the Public Health Department, as per the Smoke-free Environments Act 1990

Term	Means
Campus	means all land and premises in possession or occupation of Unitec Institute of Technology, excluding premises leased to other organisations.
Facilities	means and includes a physical location or building, a teaching or research site or location, a teaching or research entity of any kind owned, operated and administered by Unitec.
Smoke and Smoking	shall have the meaning set out in S.2 of the <u>Smoke-free Environments Act 1990</u> , with specific reference: to smoke (a) means to smoke, hold, or otherwise have control over an ignited tobacco product, weed, or plant; and (b) includes to smoke, hold, or otherwise have control over an ignited product or thing whose customary use is or includes the inhalation from it of the smoke produced from its combustion or the combustion of any part of it; but (c) does not include to hold or have control over an ignited product or thing customarily used as incense.
E-cigarette	Include a diverse range of products comprising of devices, with or without the e-liquid, which are flavoured and may or may not contain nicotine.
Vaping	Refers to the act of using e-cigarettes, the term refers to the vapour cloud which is produced as a result.
Staff	means a person under employment contract with Unitec on a full-time, part-time, contract or casual basis and for permanent or fixed term duration.
Student	means a person who is currently enrolled in a course or programme offered at Unitec.
Visitor	means any person who is not a staff member or student and who is on or in a Unitec campus, facility or vehicle.

Reference Documents

- [1] Smoke-free Environments Act 1990
- [2] Health, Safety at Work 2015
- [3] Human Rights Act 1993

Approval Details

Version number (this version)	4	Issue Date (this version)	March 2018
Consultation Scope (if appropriate)	Executive Leadership Team		
Approval authority	Executive Leadership Team	Date of Approval	March 2018
Policy Sponsor (Has authority to approve minor amendments)	Executive Director People and Safety	Policy Owner	General Manager Health and Safety
Contact Person	General Manager Health and Safety	Date of Next Review	March 2021

Version History (Amendments made to this version)

Version	Issue Date	Reason for Revision	Approval
1	July 1997	Brand new document – 1 st edition	Executive Committee
2	11/09/2009	Extended definition of areas where smoking is prohibited; based policy content on the principles of the Smoke-free Environments Act 1990; changed name from Non-Smoking Policy to Smoke-free Policy.	Leadership Team
3	16/10/2012 To take effect from 31 May 2013.	Extended to 100% Smokefree / Auahi Kore based policy content on the principles of the Smoke-free Environments Act 1990; changed name from Smoke-free Policy to Smokefree / Auahi Kore Policy.	Leadership Team
4	24/01/2018	Update of legislation amendments – from Health, Safety in Employment Act 1992 to Health, Safety at Work 2015. Additional controls around E-cigarette references in the document.	Executive Leadership Team