

SMOKE FREE POLICY

Section	Health and Safety		
Approval Date	18.05.2011	Approved by	Directorate
Next Review	May 2013	Responsibility	Human Resources Team Leader
Key Evaluation Question	6	ITPNZ Quality Standard	3

INTRODUCTION

During 2008, the NMIT community was canvassed as to its attitudes to smoking on campus and a majority of staff and students indicated their support for the introduction of a smoke free policy. A phasing in period through 2009 saw smoking banned from all areas on campus except the smoking sheds. The Institute became totally smoke free from 1 January 2010.

NMIT is committed to lifelong smoke free learning campus sites reflect our commitment to provide a positive, healthy learning environment.

The Institute provides support for staff and students who wish to quit smoking and promotes the positive aspects of smoke free environments.

PURPOSE

NMIT has a duty to ensure a safe environment for people on its campus sites. The Institute has adopted a *Smoke Free Policy* in accordance with the provisions of the Smoke Free Environments Act 1990 and the Smoke Free environments Amendment Act 2003.

SCOPE

This is an NMIT wide policy and applies to all NMIT employees, students and visitors whilst on any of NMIT's campuses (Marlborough, Woodbourne, Richmond and Nelson).

DEFINITIONS

In this policy **Campus** means the physical grounds and premises occupied by NMIT, including any areas leased by NMIT.

POLICY

RATIONALE

This policy meets the requirements of the Smoke-free Environments Act 1990 and is based on the following principles:

- All areas of NMIT campus sites are 100% smoke-free even outdoors, all members of the NMIT community who do not smoke are entitled, so far as is reasonably practicable, to be protected from second-hand cigarette smoke when on campus
- The Institute supports all efforts and initiatives to promote a smoke-free lifestyle as the norm
- All members of the NMIT community including visitors are expected to respect the Institute's aim to promote a smoke-free lifestyle as the norm.
- That leading by example is an important role for an educational institution.
- That successful implementation and on-going compliance of the Policy will require everyone to respond in a courteous and responsible manner.
- This policy extends to all Institute facilities, including regional campuses, outreach stations and other NMIT premises.
- Smoking is not permitted in any vehicle owned or leased by the Institute.
- The sale of tobacco products will be banned on all NMIT campus sites.

BEHAVIOURAL CHANGE

The Institute recognizes that enforcement is initially inappropriate terminology for attitudinal and behavioural change. We recognize that social change should encompass terms such as 'encouragement' and 'leadership' and the following measures will be undertaken:

- General publicity about the role of staff and students contributing to a healthy environment.
- Wide spread publication of our smoke-free status and appropriate signage.

There are provisions within the existing *Complaint Procedure* to deal with issues arising from the *Smoke Free Policy*.

Where issues are unable to be resolved in house under the terms of the Smoke-free Environments Act 1990, it will be referred, in accordance with the Act, to the Smoke Free Health Officer at the Nelson Marlborough Public Health Service.

PROCEDURE

POLICY INFORMATION AND REVIEW

This Policy is widely promulgated. Communication strategies include:

- information included in employee induction materials;
- smoke-free statement/logo in recruitment adverts and information;
- student enrolment information, including the Enrolment Handbook;
- notice boards; and
- website.

Universally recognized no-smoking signage is located on NMIT campus entrance signs, information and location maps.

Training will be provided for managers on how to implement this policy.

The Policy will be reviewed every two years.

EDUCATION AND SUPPORT

Encouragement and support for staff and students who wish to stop smoking will be provided by the NMIT Health Nurse or the use of "Quitline". This includes:

- **Nelson campus**

See Campus Health Nurse for:

- Free consultation and cessation counselling
- Counselling support groups (subject to demand)
- Nicotine replacement as appropriate.

- **Richmond campus**

See Nelson Campus Health Nurse for:

- **Free** consultation and cessation counselling
- Counselling support groups (subject to demand)
- Nicotine replacement as appropriate.

- **Marlborough**

See Student Advisor for referral or use "Quitline" to arrange:

- Free consultation and cessation counselling
- Counselling support groups (subject to demand)
- Nicotine replacement as appropriate.

- **Woodbourne**

See Student Advisor for referral or use "Quitline" to arrange:

- Free consultation and cessation counselling
- Counselling support groups (subject to demand)
- Nicotine replacement as appropriate.

Note: there will be no additional funding for the cost of prescription medicines to aid the cessation of smoking. If these are required, the cost must be borne by the individual.

REFERENCES

INTERNAL

Student Charter
Staff Charter
Health & Safety Policy
Complaint Procedure

EXTERNAL

Smoke-Free Environments Act, 1990 and the 2003 Amendment to the Act