

SMOKE FREE POLICY

Section	Health and Safety		
Approval Date	29.06.09	Approved by	Directorate
Next Review	July 2010	Responsibility	Human Resources Manager
Key Evaluation Question	6	ITPNZ Quality Standard	3

INTRODUCTION

In the light of rapidly changing attitudes to smoking, Nelson Marlborough Institute of Technology (NMIT) has developed a new wide ranging policy in regard to smoke-free issues and is working towards a smoke-free campus in 2010. This embraces a wider vision of a healthy campus and moves towards a smoke-free New Zealand.

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. While at this stage it includes the provision of self monitoring within the campus grounds, it is the intent of the Directors to move towards a totally smoke-free campus at the start of the **second semester (July 2009) (2010 academic year)**.

The Institute will provide support for staff and students who wish to quit smoking.

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 the halls of residence and any areas leased by NMIT.

RATIONALE

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

- Currently all indoor areas of all 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.

SMOKE-FREE AREAS

- Smoking is not permitted inside any Institute building including the foyers and entrance ways.
- Smoking is not permitted within seven metres of buildings, near windows or near air conditioning units/air intakes.
- Smoking is not permitted anywhere in the Institute grounds. (except in the designated smoking areas: until 2010 when it will include all NMIT grounds. The proposed location of the smoking areas for the transition are as follows:

NELSON CAMPUS

- The smoking hut between A and K blocks
- The front of A Block at least 7 metres away from the entrance
- The grassed areas in front of the SANITI offices
- Behind the Nikau apartments student accommodation block
- L block and K block on the grass area
- Carpark area behind Facilities

RICHMOND CAMPUS

- The carpark area at least 7 metres away from the entrance.

MARLBOROUGH

- Between F & H blocks in the smoking shed

WOODBOURNE

- Outside the Student Crew room

- 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 recognises that enforcement is initially inappropriate terminology for attitudinal and behavioural change. We recognise 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.
- Gentle reminders by all staff and students concerning the adherence to designated smoking areas.
- Wide spread publication of our smoke-free status and appropriate signage.

Initially, no disciplinary measures will be invoked against staff or students who breach the policy recommendations. This will be reviewed at the start of 2010 following feedback of the voluntary compliance opportunity. 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 will be widely promulgated. Initially, the smoke-free campus will be promoted via all staff communication from the Chief Executive, articles in *Mint*, the *Student Magazine*; a poster campaign; and a press release. Future communication strategies will include:

- information included in employee induction materials;
- smoke-free statement/logo in recruitment adverts and information;
- smoke free policy identified in letters of acceptance for staff and students
- enrolment information, including the *Enrolment Handbook*;
- notice boards; and
- website.

Information about the Policy will be incorporated into student information and enrolment publications.

Minimal and relatively unobtrusive no-smoking signage will be located on NMIT campus entrance signs, information and location maps.

Training will be provided for managers on how to handle people who do not comply with the policy.

(The initial designated smoking areas will be identified on campus with information indicating the removal for the start of 2010.)

The Policy will be reviewed initially on an annual basis.

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.

○ **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 patient.

REFERENCES

INTERNAL

Student Charter
Staff Charter
Health & Safety Policy
Complaint Procedure

EXTERNAL

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