

Smoke-free policy

This is a mandated policy under the operational policy framework. Any edits to this policy must follow the process outlined on the [creating, updating and deleting operational policies](#) page.

Overview

This policy describes the obligations to maintain a smoke-free workplace on department premises.

The purpose of this policy is to provide a safe and healthy work environment for employees, students, volunteers, visitors and contractors by establishing smoke-free premises and activities. This includes compliance with the:

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [Tobacco and E-Cigarette Products Act 1997](#)
- [Tobacco and E-Cigarette Products \(Smoking Bans\) Amendment Regulations 2023](#).

Scope

The smoke-free policy applies to all persons entering or using department premises or involved in a department activity, including all employees, students, volunteers, visitors and contractors.

For the purposes of this policy the term 'smoking' includes the smoking of ignited tobacco products in all forms and the use of e-cigarettes and other personal vaporisers.



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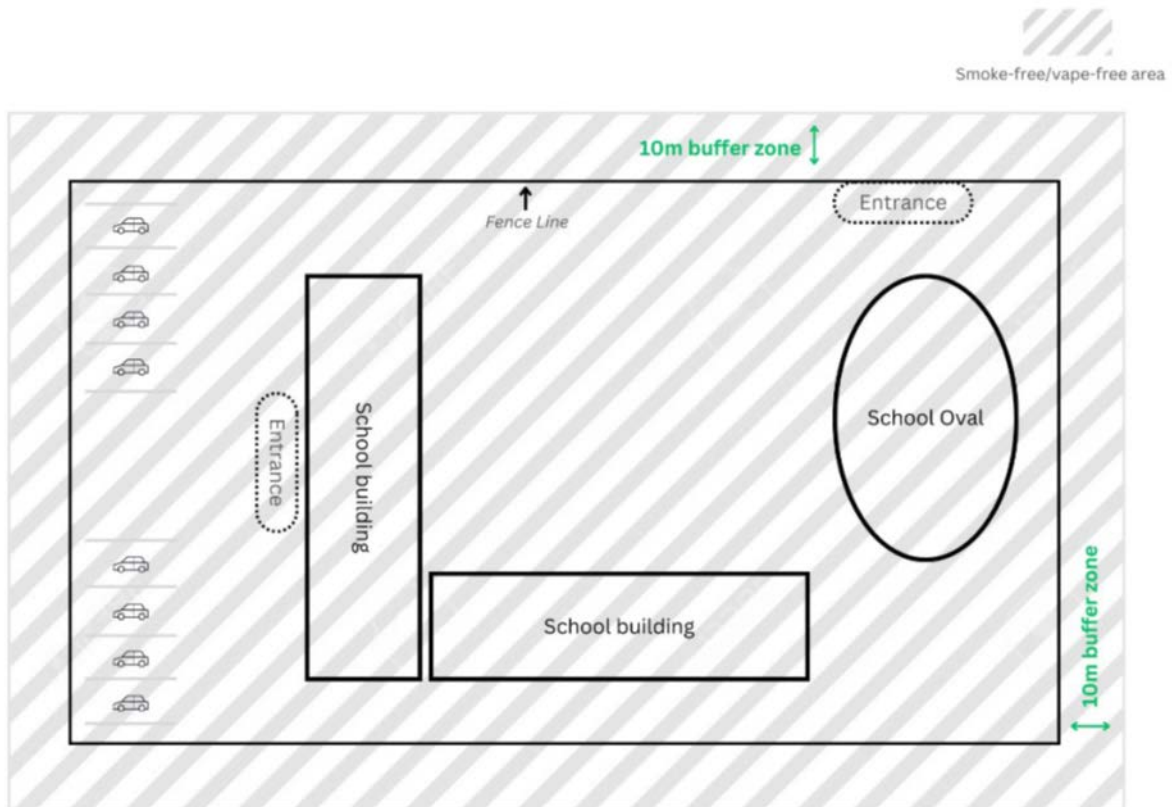
Detail

The department recognises that active and passive smoking is a health risk.

Anyone in a department workplace or anyone involved in a department activity should be protected from the involuntary inhalation of smoke from tobacco and tobacco related products and aerosols from e-cigarettes. This includes smoke from cigarettes, cigars, pipes and vapour from e-cigarettes and other personal vaporisers.

Smoking, including using e-cigarettes (commonly referred to as 'vaping'), is prohibited at all schools, preschools and early learning centres and within 10 metres of their boundaries. The ban includes smoking:

- within buildings
- at all outdoor areas and playgrounds
- at outdoor swimming facilities
- at [camps and excursions \(PDF 247KB\)](#) and its facilities which are an extension of the site (premises)
- buses, government vehicles and private vehicles being used for department purposes.



An example of where the new smoking and vaping laws apply at a school. Picture taken from clearingtheair.sa.gov.au.

Smoking, including using e-cigarettes (commonly referred to as 'vaping') is prohibited at and within 10 metres of all corporate and other department building entrances.

Clear and consistent signage should be displayed prominently on and in all department premises, including the boundaries of premises, and must state clearly that smoking is not permitted (see no smoking signage).

All contracts that engage the work of contractors, including lease agreements for services, should stipulate that smoking is prohibited and is a condition of the agreement.

Support for employees

The department encourages any employees who wish to quit smoking to use Quitline (13 78 48), the [QuitCoach](#), [My QuitBuddy](#) or visit [SA Quitline](#).

Employees may also access support through the [employee assistance program \(EAP\)](#).

Compliance

Any issue involving smoking, including vaping should be reported to the site leader.

The focus should be on informal resolution and respectful communication of this policy and any person smoking, including vaping should be made aware that a breach of this policy also breaches work health and safety legislation and tobacco and e-cigarette control legislation.

Breaches of the policy should be handled in a non-confrontational manner and avoid any situation where there is risk of violence or injury.

Any repeated breaches may be dealt with under the appropriate procedures such as the [alcohol, tobacco and other drugs incident management procedure \(PDF 349KB\)](#) for relevant students and the managing unsatisfactory performance guidelines for employees.

Communication

This policy is to be communicated to employees, students, volunteers, visitors and contractors as appropriate, including inductions and when a policy update has occurred.

No smoking or vaping signage

You can [download 'smoke-free and vape-free area' signage](#) for your school or worksite from SA Health's website. You can print the signs in-house or take the downloaded artwork to a printer or signage company to have signs professionally produced.

You can [order A5 'smoke-free and vape-free area' stickers](#) free of charge through SA Health.





Roles and responsibilities

Senior Executive Group

Ensure all levels of management are aware of their responsibilities of maintaining a smoke-free workplace.

Education directors, directors and site leaders

Implement this policy appropriately.

Ensure the policy is communicated to employees, students, volunteers, visitors and contractors as appropriate.

Ensure policy compliance.

Provide information and encourage employees who want to quit smoking to access support through the [EAP](#).

Employees

Comply with this policy and any local established procedures.

Protect their own health and safety at work and the health and safety of any other person.

Ensure that a break for smoking, or using e-cigarettes, is taken in their own time or during a recognised (award) rest break, and smoking or use of e-cigarettes occurs off department premises and at least 10 metres away from the perimeter of the site.

Students, volunteers, visitors and contractors

Comply with this policy and any local established procedures.

Definitions

activity

Program or event that involves employees or others in carrying out a function for the department. Activities

include, but are not limited to:

- transporting and supervising students for camps and excursions
- site organised and managed sporting events
- site organised and managed social or fundraising events
- site participation in events organised and managed by other organisations.

e-cigarette

A device that is designed to generate or release an aerosol or vapour for inhalation by its user in a manner similar to the inhalation of smoke from an ignited tobacco product, or any other e-cigarette product defined under the *Tobacco and E-Cigarette Products Act 1997*. E-cigarettes are a type of personal vaporiser that delivers an aerosol by heating a solution that users breathe in. The aerosol is commonly referred to as 'vapour'. Using an e-cigarette is commonly known as 'vaping'. E-cigarettes are battery-operated and may look like cigarettes, cigars, pipes, pens or memory sticks.

employee

Any person who works or undertakes work as a:

- permanent employee
- fixed term employee
- contract employee
- casual employee
- trainee
- volunteer
- outworker
- apprentice
- placement or work experience student
- contractor or sub-contractor
- employee of a contractor or sub-contractor
- employee of a labour hire company assigned to work for the department.

passive smoking

The inhalation of second-hand tobacco smoke (environmental tobacco smoke) or e-cigarette aerosol or vapour.

personal vaporiser

A device that is intended to produce a vapour or aerosol that is delivered into a person's body when the person inhales through the device. Examples of devices that would be personal vaporisers are e-cigarettes, e-cigars, e-hookah pens, e-pens, e-pipes and vape pens.

premises

Department premises includes buildings, structures, outside areas and vehicles owned, leased, occupied or controlled by the department. A camp or excursion activity and its facilities are an extension of the site (premises).

smoking

A person smoking tobacco and tobacco related products or inhaling vapour from e-cigarettes. This includes holding or otherwise having control over an ignited tobacco product or an e-cigarette that is in use.

smoke-free

The absence of smoking tobacco and tobacco related products and/or inhaling vapour from e-cigarettes on the premises.

tobacco product

A cigarette, cigar, and cigarette or pipe tobacco and any other tobacco product defined under the *Tobacco and E-Cigarette Products Act 1997*.

vaping

Inhaling vapour from an e-cigarette or other personal vaporiser.

workplace

A place where an employee carries out work for the department, including any place where an employee goes, or is likely to be, while at work. Includes all facilities and property, including land, buildings, structures and outside areas whether owned, rented, or leased by the department, and all vehicles owned, leased, rented, contracted for, or controlled by the department used for transportation.

Supporting information

[Fleet SA safe driving policy \(PDF 889KB\)](#)

[Code of Ethics for the South Australian Public Sector](#)

Related legislation

[Tobacco and E-Cigarette Products Act 1997 \(SA\)](#)

[Tobacco and E-Cigarette Products Regulations 2019 \(SA\)](#)

[Tobacco and E-Cigarette Products \(Smoking Bans\) Amendment Regulations 2023 \(SA\)](#)

[Work Health and Safety Act 2012 \(SA\)](#)

[Work Health and Safety Regulations 2012 \(SA\)](#)

Related policies

[Alcohol, tobacco and other drugs incident management procedure \(PDF 349KB\)](#)

[Camps and excursions policy \(PDF 247KB\)](#)

[Injury management policy](#)

[Motor vehicle procedure](#)

[Safety management procedure](#)

[School transport policy \(PDF 383KB\)](#)

[Work health and safety policy](#)

Record history

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Policy sponsor: Director, Workplace Health and Safety

Responsible executive director: Executive Director, People and Culture

Approved by: Director, Workplace Health and Safety

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Revision record

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Approved by: Director, Workplace Health and Safety

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Approved by: Director, Workplace Health and Safety

Approved date: 14 July 2023

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Amendment(s): Policy has been updated to include 'No smoking or vaping' signage for sites to use.

Version: 1.9

Approved by: Director, Workplace Health and Safety

Approved date: 6 May 2022

Review date: 6 May 2025

Amendment(s): Edited for plain English and improved clarity, definitions and hyperlinks updated.

Version: 1.8

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Version: 1.7

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Amendment(s): Legislation references updated to align with new e-cigarette laws and other changes to tobacco laws in South Australia on 31 March 2019.

Version: 1.6

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Version: 1.5

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Version: 1.4

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Version: 1.3

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Amendment(s): Policy review and update.

Version: 1.2

Approved date: June 2012

Amendment(s): Consultation update.

Version: 1.1

Approved date: January 2012

Amendment(s): Minor updates.

Version: 1.0

Approved date: January 2012

Amendment(s): New policy.

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