

SMOKE – FREE WORKPLACE POLICY

Taratahi Agricultural Training Centre QMS Component

Category:	STAFF	Policy Number:	QMS 13
Title:	Smoke – Free Workplace Policy	Date Approved:	20 Mar 2003
Prepared by:	Quality Manager	Date of Last Revision:	08 Feb 2011
Authorised by:	Taratahi Academic Committee	Next Review Date:	Jul 2012

1. PURPOSE

This smoke free workplace policy sets out to ensure that Taratahi complies with the requirements of the Smoke Free Environments Act 1990 and subsequent amendments.

2. ORGANISATIONAL SCOPE

This is an organisation wide policy and applies to all students, staff and members of the public.

3. DEFINITIONS

4. RESPONSIBILITIES

The Corporate Services Manager is responsible for ensuring that all students, staff and members of the public are made aware of the requirements of this policy.

5. THE PROCEDURE

Taratahi complies with the Smoke – free Environment Act 1990.

- 5.1. Smoking is not permitted during work sessions.
- 5.2. All Taratahi buildings and vehicles are smoke-free.
- 5.3. All Taratahi Campuses are smoke free apart from the designated smoking areas.
- 5.4. Smoking is not permitted on Farms apart from the designated smoking areas.
- 5.5. Any breach of this procedure by students will be dealt with under the Taratahi Students Discipline Procedure.
- 5.6. Any breach of this procedure by staff will be dealt with under the Staff Policy, Discipline section.
- 5.7. Smoking areas on campus will be clearly indicated with permanent signs.