

Wodonga Senior Secondary College Policy Manual	500 PERSONNEL 524 Smoke-free Workplace Policy	Page: 1 of 1 Issue No: 1.0 Date: Feb 2011
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SMOKEFREE WORKPLACE POLICY

Department of Education policy prohibits smoking in all college buildings or anywhere on the grounds. The ban applies to staff, volunteers, parents and all visitors and users of the college buildings on a 24 hours a day basis.

The ban applies to all college buildings: Sports centres, canteen, workshops, classrooms, offices, etc. and to all functions carried out in those buildings, normal college use, night-classes, sporting activities, etc.

Failure to comply with the smoke-free workplace policy will be regarded in the same way as failure to comply with any other policy.

Where problems arise, every effort should be made to resolve the problem at the local level. Advice and assistance should be sought from the Regional Occupational Health & Safety Consultant. Options for resolution of the problem must be explored with the smoker, and he/she must be formally counselled as part of this process.

If still unresolved, since the Ministry regards smoking in the workplace as a serious occupational health and safety issue, the matter should be referred in writing, by the Regional General Manager to the General Manager, Resource Management Division, for handling in accordance with appropriate legislation, including the Occupational Health & Safety Act (1985).

Visitors should be made aware of the smoke-free workplace policy. "No Smoking" signs are prominently displayed.

Visitors who persist in smoking will be asked to leave the premises.