

No Smoking Initiative Guide for Managers and Supervisors

What is a no smoking campus?

Smoking will not be permitted on any Griffith University campus from 31 May 2018. The No Smoking Policy extends to all institute property, including:

- All campuses and leased properties;
- All grounds, ovals, parks, car parks, undercover areas;
- In all owned/leased vehicles; and
- There are no designated smoking areas.

Staff, students and visitors will need to move to an area off campus if they wish to smoke.

Why are we going smoke-free?

By going smoke-free, Griffith University is supporting the health of our students, staff, contractors and visitors. There is clear evidence to show that smoke-free environments support smokers to quit and reduce the number of people taking up smoking. This is part of a broader commitment by all Queensland universities to provide healthier smoke-free environments.

We also have a legal responsibility to provide a safe workplace and to protect staff, students and visitors from the serious health risks associated with exposure to second-hand smoke.

We recognise that our staff, students and visitors have a personal choice to smoke, but also we recognise the right for staff and students who do not smoke to work and study in an environment free from tobacco smoke.

What support is there for staff and students to quit smoking?

Quitting smoking isn't easy, but with the right tools and support, quitting smoking is possible and can be one of the most life-changing achievements a person can make.

The health of staff and students is important. For staff and students who smoke but would like to stop smoking, they can receive support and encouragement on their journey to becoming smoke-free. For further information about support to quit smoking for staff and students see our [Smoking Initiative web page on the Health, Safety and Wellbeing website](#).

How is the no smoking initiative being communicated?

Communicating Griffith's no smoking initiative is important and a variety of methods will be used to raise awareness within our community, including:

- Signage
- Smoke-free materials such as posters and postcards
- Social media, bulletin items, signature blocks and emails to students and staff
- Pre-arrival information for new students and staff, as well as information via orientation and induction programs, and relevant university events.

How is the no smoking initiative being implemented?

Any staff, student or visitor who is smoking on our campuses may be approached by staff, students or campus security and reminded of our no smoking policy.

As a manager or supervisor you can assist greatly in implementing the policy and encouraging compliance by:

- Ensuring all staff are aware of the smoke-free policy by discussing the policy at an appropriate opportunity (i.e. team meeting). Discuss the requirement to go off campus to smoke and when doing this to consider their own safety, neighbouring properties and litter. FAQ's have been developed and are available [here](#).
- Ensure staff are aware of supports that are available to assist them to quit smoking. They can be found [here](#).
- If you are a teaching staff member you can remind students at the first lecture of term with this PPT slide.

What can you do if you see someone smoking on campus?

In creating a healthier University environment, Griffith encourages all staff, students and visitors to be part of a positive culture change and to have respectful conversations with students and staff smoking on campus in reference to the no smoking policy to improve the overall quality of life for everyone.

We believe that implementing this policy is everyone's responsibility. Transitioning to no smoking campuses requires respect for others – both non-smokers and smokers. You are encouraged to respectfully and politely remind smokers that they must go off-campus if they wish to smoke. This can be a difficult conversation to have. If you're unsure how to have the conversation with someone smoking, you can refer to the signs on campus, or use the following tips to guide you:

- Always remember that smoking is an addiction; sometimes smoking is associated to stress or an addiction to nicotine so it's important to be mindful of this when explaining the policy;
- Always assume the person does not know the change to being a smoke-free campus
- Smile, introduce yourself and politely tell the person that the University has gone smoke-free;
- Respectfully request the smoker to either put out the cigarette or move off campus if they wish to keep smoking; and
- If the person complies, remember to thank them. If the person becomes angry or confrontational, excuse yourself and report the incident to security.

If you have a regular issue with smoking at a particular location, contact Security:

- Nathan – security-NA@griffith.edu.au
- Gold Coast – security-gc@griffith.edu.au
- Mt Gravatt - security-mg@griffith.edu.au
- Logan – security-lg@griffith.edu.au
- South Bank - security-qca@griffith.edu.au

Where can staff and students go if they want to smoke?

If staff and students wish to smoke, they will need to go off-campus. The no smoking policy has been changed to indicate smoking is not permitted on campus grounds. This includes all buildings, leased spaces, grounds, car parks and Griffith operated vehicles. The campus maps below for further clarification and can be printed and provided to staff if necessary.

[Griffith University Campus Maps](#)

We strongly recommend that when smokers move off campus, they choose an area that is not remote, is safe and is well lit at night.

There are no longer designated smoking areas, these areas will be repurposed.

How will we encourage compliance with the policy?

The aim of the no smoking policy is to raise awareness of the harmful effects of second-hand smoke, support smokers to quit smoking and discourage people from starting to smoke. Security staff will undertake regular patrols of each campus. Where an individual is found on campus to be smoking, they will be informed of the policy, asked to cease smoking and be advised of the requirement to comply with the no smoking policy. For staff, students and contractors, ongoing failure to comply with the smoke-free policy could result in disciplinary action.

How do I best manage staff who take excessive breaks to smoke?

If you find that a staff member is spending too much time away from their work, over and above their designated meal breaks, a proactive and supportive approach that encourages a change in behaviour is the first step. This can avoid matters potentially escalating to disciplinary action.

Excessive breaks from work should be treated the same whether they are going for a smoke, coffee, or chatting to colleagues. An informal discussion with the individual regarding the concerns of the amount of time being taken away from their work that provides guidance on what is expected and potential consequences of continuing the behaviour can resolve the matter and avoid time consuming formal processes. It is also important to remind the staff member of the support available to them to quit smoking. The checklist below provides a guide for approaching staff regarding excessive breaks to smoke.

Whilst it is the individual's choice to smoke they have to manage this appropriately within the allocated breaks, in accordance with policy, so it does not impact on their work. In the situation where a staff member continues to take excessive breaks to smoke consult your supervisor to ascertain the next steps to guide your actions, with additional support from your local Human Resources Advisor if required.

Checklist For Supervisors and Managers	
1. Familiarise yourself - with the relevant no smoking policy documentation and human resource policies relating to designated meal breaks.	
2. Address the issue promptly – make a time to speak with the staff member at the earliest opportunity to discuss the issue. The aim is to address the issue at the local level early on to avoid escalation of disciplinary action and offer support that will encourage behaviour change. You can seek assistance from Benestar - MyCoach for people leaders via the Wellbeing web page , over the phone (1300 360 364) or face-to-face, or your HR Business partner.	
3. Listen actively – encourage open discussion that gives the staff member the opportunity to provide an explanation for their behaviour. The aim here is to support a change of behaviour, so it is important to listen with empathy. However it needs to be reinforced that smoking on campus is not permitted and that they will need to move off campus within their designated breaks to smoke.	

4. Explain the potential consequences – advise that continuing behaviour could be considered a breach of University policy and if the behaviour continues, disciplinary action under the Staff Code of Conduct could be considered.
5. Offer appropriate support – ensure that the individual understands where they are permitted to smoke (i.e. nearby areas off campus). Advise the staff member about the options for support available to manage or stop smoking (Quitline Website).
6. Follow-up – schedule a follow-up meeting to check that the matter is resolved, and take further action if required.

Where can I get further information?

Further information about the no smoking policy can be found at: [Griffith Policy Library – No Smoking Policy](#).