

**Wyndham Community and Education Centre Inc.  
Policy and Procedure**

---

|                    |   |
|--------------------|---|
| Policy name        | <b>Smoke Free Environment Policy and Procedure</b>  |
| Responsible person | CEO and Managers, Health Safety & Environment Team  |
| Staff involved     | All Staff   |
| Review dates       | 2020  |
| Related documents  | <b>Legislation:</b> The Tobacco Act 1987 (Vic), Tobacco Amendment (Protection of Children) Act 2009 (Vic), Tobacco Amendment Act 2016, Environment Protection Act 1970 (Vic), OHS Act 2004 (Vic)<br><b>Policies:</b> OH&S Policy and Procedure, Complaints and Appeals Policy and Procedure<br><b>Other:</b> Student Code of Conduct, Staff Code of Conduct |

**Policy Context**

Under the *Tobacco Act 1987* smoking is prohibited within the grounds of, and within four metres of an entrance to, all Victorian childcare centres, kindergartens, preschools and schools.

New reforms commenced 1 August 2017. The *Tobacco Amendment Act 2016* will amend the *Tobacco Act 1987* to ban smoking in outdoor dining areas and regulate e-cigarettes and shisha tobacco in the same way as other tobacco products.

**Policy**

Wyndham Community and Education Centre Inc. (Wyndham CEC) maintains a smoke-free environment at all of its venues including its head office, training venues and community service locations. Wyndham CEC is committed to providing a safe environment for all staff, students, clients, volunteers and visitors, free from hazards.

Wyndham CEC complies with the relevant legislation in relation to smoking.

It is the responsibility of all staff to monitor adherence to this policy and procedures.

**No Smoking** is allowed inside any Wyndham CEC buildings at any time. Under the *Tobacco Act 1987* smoking is prohibited within the grounds of, and within four metres of an entrance to, all Victorian childcare centres, kindergartens, preschools and schools.

Furthermore, smoking is prohibited in courtyards and main access paths at all Wyndham CEC venues.

Werribee at all times and at main access points for Wyndham CEC buildings.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc. on 1/9/2017 and supersedes all previous versions.

## **Wyndham Community and Education Centre Inc. Policy and Procedure**

---

Main access points include walkways to access offices, training rooms or services. This means that students, clients, staff and volunteers are prohibited from smoking directly at the front of Wyndham CEC venues, within four metres of all entrances of all Wyndham CEC venues or in their walkways which are accessed by users of Wyndham CEC throughout the day and evening.

Smoking is also prohibited within four metres of all entrances of all Wyndham CEC venues including on the front verandah at 3 Princes Hwy (Head Office), 4 Synnot Street and from the front door at training venues.

Smoking is also prohibited within Wyndham CEC owned vehicles.

All smokers are requested to dispose of their cigarette butts appropriately and in the ashtrays provided in designated areas.

Note that it is an offence under the Environment Protection Act 1970 to litter cigarette butts.

It is a legislative requirement that Wyndham CEC installs suitable 'No smoking' signs at all entrances to training venues.

### **Procedures**

#### **1. 4 Synnot Street, Werribee**

**No smoking** anywhere on the premises inside or outside including the courtyard or driveway or other walkways at any time including after hours and weekends.

**Note** that it is against the law to smoke within the grounds of, and at and within four metres of an entrance to, all Victorian childcare centres, kindergartens (or preschools) and primary and secondary schools.

Smokers at the 4 Synnot Street site will need to be at least 4 metres away from the front of the building.

**Note** that it is against the law for a person to smoke at or within 10 metres of children's playground equipment that is in an outdoor public place.

#### **2. Wayaperri House, 106 Duncans Road, Werribee**

**No smoking** on the premises, inside or outside directly at the front of the building or in the courtyard or walkways.

Ashtrays are provided in front of the service area and at the rear of the carpark.

#### **3. 3 Princes Hwy, Werribee (Head Office)**

**No smoking** anywhere inside the building or directly at the front of the building, in walkways or on the verandah.

An ashtray is provided along the garage fence line at the side of the verandah away from the building.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc. on 1/9/2017 and supersedes all previous versions.

## **Wyndham Community and Education Centre Inc. Policy and Procedure**

---

### **4. Jellicoe Street, Werribee**

**No smoking** inside the building, at the front of the building or on the back verandah. An ashtray is provided on the fence line near the verandah, away from the building.

### **5. 20 Synnot Street, Werribee 3030**

**No smoking** inside the building, or within 4 metres of the entrance to the building.

### **6. Steampacket House, Moorabool Street, Geelong**

**No smoking** inside the building, or within 4 metres of the entrance to the building.

### **7. Corio Central shopping Centre**

**No smoking** inside the building, or within 4 metres of the entrance to the building.

Shopping Centre regulations apply.

### **8. Other venues**

For other leased venues, staff, students and clients must follow the regulations set by the hirer or management of the venue.

#### **Smoking areas**

There is no legal obligation to provide designated smoking areas. Wyndham CEC will however display 'No Smoking' signs including "No Smoking within four metres of Building entrance' signs on the entrance gates to its venues.

#### **Assistance for smokers**

Staff who want to quit smoking can be encouraged and supported by: phoning the Quit Line on **13 78 48** or seeing their Doctor.

#### **Smoking breaks**

Wyndham CEC is under no legal obligation to provide smoking breaks.

#### **Enforcement and disciplinary procedures**

Compliance with the smoke-free policy is a condition of employment. Adherence to the policy will be monitored by the OHS team.

Normal staff disciplinary procedures will apply to breaches of the policy and procedures.

The first response to non-compliance by staff will involve counselling, ensuring that the smoke-free policy and reasons for it are explained again in detail.

If students or clients breach the smoke-free policy, staff will remind smoker(s) that the premises have been designated smoke-free and of areas where they can smoke. The Student Code of Conduct and /or program codes will be enacted in dealing with breaches of this policy.

---

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc. on 1/9/2017 and supersedes all previous versions.