





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.

Resources 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](mailto:security-NA@griffith.edu.au)

Gold Coast [security-gc@griffith.edu.au](mailto:security-gc@griffith.edu.au)

Mt Gravatt - [security-mg@griffith.edu.au](mailto:security-mg@griffith.edu.au)



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



- |                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. <b>Explain the potential consequences</b> 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. <b>Offer appropriate support</b> 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 ( <a href="#">Quitline Website</a> ). |
| 6. <b>Follow-up</b> 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](#).