



SMOKE FREE WORKPLACE POLICY

Introduction

Penola Catholic College is a community working together to support the spiritual, physical, emotional and social well being of all. With this in mind, students, staff and parents collaborate to provide an environment where all students can develop to their full potential, enjoying a holistic education and staff can work in a safe and healthy work place environment.

In line with the Catholic Education Commission of Victoria (CECV) 1992 Smoke Free Workplace policy statement and the Victorian Occupational Health and Safety Act (2004), and *The Tobacco Amendment Act 2014* (Vic) (Amendment Act) which amends the *Tobacco Act 1987* (Vic) (Act) by inserting new outdoor smoking bans into the Act, expanding on previous anti-smoking legislation.

Penola Catholic College is a 'Smoke Free' learning environment and work place. It is well documented that tobacco smoke causes serious damage to the health of both smokers and non-smokers.

College Position Statement

In light of global research and data on the health risks of smoking on all, Penola Catholic College does not permit smoking on the College premises.

Smoke Free Workplace Policy

The 'Workplace' is defined as the Campus sites situated at 35 William Street Glenroy and 29 Gibson Street Broadmeadows, therefore, smoking is not permitted on College property or within 4 metres of any college entrance by any person. This will include students, staff, parents and visitors to the College.

Strict standards will be applied in the pursuit of this instruction.

The Policy applies to both inside and outside the buildings. The 'Workplace' also includes any site where staff and students meet for educational / pastoral purposes. e.g camp sites, retreats and excursions.

Breaches of *The Tobacco Amendment Act 2014* (Vic) (Amendment Act) can incur fines enforced by local government.

Support

It should be noted that this policy is not concerned with whether or not anyone smokes but where they smoke when they are within the College premises. However, it is recognised that smoking will affect people who work in the College. It is also acknowledged that the

policy may be an incentive to smokers to give up smoking. Staff, students or contractors who experience difficulty as a result of the implementation of the 'Smoke Free' Workplace Policy are encouraged to discuss their difficulties with the Head of Campus. The College will investigate ways in which staff members and students can be supported.

Compliance

The College wishes to educate our youth about the dangers of smoking and health issues associated with smoking. The College will take disciplinary action with students who wish to ignore College guidelines regarding smoking on the property or whilst in College uniform (see Appendix A).

The College believes that in the long-term, risks to employees' and students' health will be minimised by maintaining a comfortable and safe working environment. Smokers are therefore required to comply with the policy requirements. Where an employee refuses to comply with the requirements of this policy then disciplinary action will be implemented.

APPENDIX A

| Students smoking at school or in school uniform/or being in the company of smokers | | |
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| Consequence | Action | By whom |
| <p><i>First Offence</i></p> <ol style="list-style-type: none"> 1. YLC to interview student 2. Note to parents 3. Assignment on dangers of smoking 4. Saturday detention | <p><i>Inform YLC</i></p> <p>YLC to interview the student and write the student's name in the Smoking File. A letter is issued with the assignment.</p> <p>The students is to be referred to Student Services</p> <p>A Saturday Detention is also given.</p> | <p><i>Teacher</i></p> <p>YLC YLC YLC</p> <p>YLC YLC</p> |
| <p><i>Second Offence</i></p> <ol style="list-style-type: none"> 1. YLC/COS to interview student 2. Note to parents 3. Assignment on dangers of smoking 4. 3 day suspension 5. Parent meeting with YLC/COS | <p><i>Inform YLC</i></p> <p>Once established that this is the second offence, the YLC informs the HOC.</p> <p>A 2nd Offence letter is sent to the parents and an interview is organised. A further assignment on the dangers of smoking is given and a three day suspension is also issued</p> | <p><i>Teacher</i></p> <p>YLC/COS COS COS</p> <p>HOC HOC YLC/HOC</p> |
| <p><i>Third Offence</i></p> <ol style="list-style-type: none"> 1. COS/HOC to interview student 2. Suspended indefinitely 3. Parent meeting with Principal | <p><i>Inform YLC or HOC</i></p> <p>On the third offence the student is suspended indefinitely pending an interview with parents and Principal. At this stage enrolment is at risk</p> | <p><i>Teacher</i></p> <p>YLC/HOC HOC Principal</p> |

YLC – Year Level Coordinator
 COS – Coordinator of Students
 HOC – Head of Coordinator

This policy aligns to Behavioural Management Plan.