

 Telford Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		Ref No.	3 - 12
		Version No.	6
		Date Issued	1 March 08
Title	SMOKE-FREE ENVIRONMENT		
Responsibility	Director, Finance and Administration		

1. PURPOSE

To ensure that Telford meets the legislative requirements of the Smoke-free Environments Act 1990.

2. APPLICATION

This Policy and Procedure applies to all staff, students, contractors and visitors on any Telford campus or in any Telford vehicle.

3. DEFINITIONS

Nil.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the provisions of the Smoke-free Environments Act 1990 and Amendments.

5. POLICY

- 5.1 Smoking is forbidden inside any Telford building including entranceways. Exception to this is the dwelling houses belonging to Telford presently rented weekly.
- 5.2 Signs declaring Telford to be smoke free will be prominently displayed.
- 5.3 Smoking is forbidden in any Telford vehicles.
- 5.4 Telford will encourage smokers who wish to cease by referring them to suitable programmes through the nurse clinic or through the appropriate authority.
- 5.5 Smoking is permitted in designated outdoor areas. These areas to be promulgated and appropriately signed.

6. PROCEDURE

- 6.1 Any complaint about non-observance of this Policy, should be made directly to any members of the Telford management team.
- 6.2 Complaints are to be managed in accordance with the Complaints Policy and Procedure.
- 6.3 Confirmed breaches of this Policy and Procedure may result in disciplinary action in accordance with the Staff or Student Codes of Conduct.

7. RECORD MANAGEMENT

Nil.

8. ASSOCIATED DOCUMENTS

Nil.

REVISION HISTORY			
Version	Description of Change	Author	Effective Date
0	Initial Release.	I. Lyttle	10/11/93
1	Triennial Review.	M. Bowen	10/11/1996
2	Triennial Review, Changes To Comply With Relevant Act.	M. Bowen	29/1/99
3	Change to new QMS Format.	M. Bowen	2/11/99
4	Review.	External Consultant	April 2004
5	Review/Legislation Change.	Review team	April 2005
6	Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clauses 2, 4.7 & 4.8 deleted from version 5, Clauses 6.1-3 added to version 6, clause 8 added. Clause 5.6 deleted. Minor editing and re-formatting.	QMS Policy Review Committee	1 March 2008