

WHS No Smoking Policy



OUR LADY OF MERCY COLLEGE PARRAMATTA

Policy Objectives

OLMC is a smoke free environment: all students, staff, visitors, contractors and volunteers are required to refrain from smoking whilst on OLMC premises or attending an OLMC event offsite.

OLMC takes this position in light of its duty of care to students and staff: the College recognises that both active and passive smoking can be harmful to human health.

OLMC aims to fulfil its WHS obligations by providing a healthy and safe work environment. Employees are required to take reasonable care of their own health and safety and that of other persons in the workplace by refraining from smoking.

The College aims to ensure that conduct of adults on site and at all College events is consistent with the health values promoted to students through the curriculum.

The No Smoking message is communicated to students in the following ways:

- Inclusion in relevant subject area programs
- Inclusions in Pastoral Care programs
- Signage around the College
- Inclusion in Student Diary

The No Smoking message is communicated to staff in the following ways:

- Signage around the College
- Inclusion in *Staff Code of Conduct*

The No Smoking message is communicated to visitors, volunteers and contractors in the following ways:

- Inclusion in the *Housekeeping & Safety Announcement* made at the beginning of every event - see Events Policy for more details
- Signage around the College
- Inclusion in relevant induction processes

Supporting Procedures

The Principal is responsible for:

- Ensuring this policy is adhered to on site including at events and offsite such as excursions.

The Director of Staff Services is responsible for:

- Ensuring this policy is included in staff induction processes.

The Director of Pastoral Care is responsible for:

- Ensuring students are aware of their expectations as outlined in this policy
- Ensuring the policy is including in Student Diary
- Undertaking disciplinary measures for students whose actions do not comply with this policy.

The Director of Teaching & Learning is responsible for:

- Ensuring anti-smoking information is including in relevant subject area programs.

The Property Services Manager is responsible for:

- Ensuring there is adequate No Smoking signage around the College site.

All staff are responsible for:

- Modelling compliant behaviour and encouraging student compliance
- Not smoking on site, at any College event offsite (such as an excursion) or in the view of any students (eg near College site)
- Ensuring visitors and contractors are informed of No Smoking Policy including making announcements at events as necessary.

Visitor, volunteers and contractors are responsible for:

- Not smoking on the College site or at any College event including excursions.

Parents/carers are responsible for:

- Encouraging student compliance with this policy.

Students are responsible for:

- Not smoking on OLMC site or at any College event.