

# SMOKE FREE ENVIRONMENT

## PURPOSE

1. To abide by the Smoke Free Environment Act.
2. To prevent detrimental effects of smoking on the health on any non-smoking person whilst in the work environment.
3. To act as role models for students and provide a positive smoke free message to students.

## PROCEDURE

1. Kelston Deaf Education Centre is a totally smoke free environment. This includes the buildings and grounds, seven days a week, 24 hours a day.
2. All staff, students, contractors, parents and members of the public are to abide by this ruling.
3. This ruling includes the hire of any of the school buildings or grounds.
4. All prospective employees to be sent a copy of the ruling prior to taking up employment.
5. Smoke free signs prominently displayed will indicate the Centre is smoke free.
6. There will be no smoking on any school trips by any staff, parents or students.
7. Staff who wish to quit smoking will be provided with appropriate support.
8. Any person can complain to the Board if they believe that there has been a contravention of the Act.
  - On receiving the complaint the Board of Trustees will give the authority to the CEO to investigate with the view of finding a resolution.
  - If the Board of Trustees is at fault they will give an assurance that an infringement will not occur again.
  - If a member of staff is at fault the CEO will seek an assurance that an infringement will not occur again.
  - If the complaint cannot be resolved by the Board of Trustees they should refer the complaint in writing to the Health and Safety in Employment inspector at Waitakere City.