



RTO	City-Wide Building & Training Services Pty Ltd (RTO ID 91138)
Type	Internal External
Applicable standards	Standards for Registered Training Organisations 2015 State and Territory Funding contracts <i>Smoke-Free Environment Act 2000 (NSW)</i> <i>Smoke Free Environment Regulation 2016 (NSW)</i> <i>Tobacco and Other Smoking Products Act 1998 (QLD)</i> <i>Tobacco and Other Smoking Products Regulation 2010 (QLD)</i> <i>Tobacco and Other Smoking Products Amendment Bill 2015 (QLD)</i> <i>Tobacco and Other Smoking Products Amendment Act 2016 (QLD)</i> <i>Smoke-Free Public Places Act 2003 (ACT)</i>
Authorised by	General Manager – Quality and Compliance
Effective date	01 June 2021
Version	1.1

Policy: No Smoking

Overview

City-Wide Building & Training Services Pty Ltd (CWBT S) is committed to protecting and promoting the health and welfare of our students. CWBT S has a Smoke Free Workplace Policy and Procedure and all employees, students and other individuals are prohibited from smoking in all buildings and offices (excluding private staff housing) that are either owned or leased by CWBT S including, but not limited to, the following areas:

- CWBT S vehicles
- Enclosed car parks
- CWBT S Buildings
- Under any roofed area or where smoke may drift into buildings
- Roof tops
- Basement areas
- Verandas / balconies
- Toilets
- Stairwells
- Fire escapes
- Within 5m of building entrances
- Thoroughfares, specifically in immediate vicinity of entrances/exits & access ramps
- Lifts and loading bays
- Lunchrooms and cafeterias



Queensland Legislation

The Queensland Government has banned smoking in most enclosed places, including dining areas where meals are consumed, offices, garages, factories, unlicensed cafes, shopping centres, school and university buildings and home businesses while an employee is present. Penalties of up to \$1,500.00 apply for non-compliance with the new laws, including on-the-spot fines issued to anyone found smoking in a no smoking zone.

For further information please see the Queensland Legislation:

[Tobacco and Other Smoking Products Act 1998](#)

[Tobacco and Smoking Products Regulation 2010](#)

[Tobacco and Other Smoking Products \(Smoke-free Places\) Amendment Bill 2015](#)

[Tobacco and Other Smoking Products \(Smoke-free Places\) Amendment Act 2016](#)

New South Wales Legislation

In NSW Smoking and using e-cigarettes are banned in all enclosed public areas and certain outdoor public areas, under the [Smoke-free Environment Act 2000](#) and the [Smoke-free Environment Regulation 2016](#). These bans protect people from harmful second-hand tobacco smoke. There is no safe level of exposure to second-hand smoke.

For more information, please see Health NSW's website: [NSW Tobacco Laws](#)

ACT Legislation

Under ACT law, smoking is banned:

- In all enclosed public places, including shopping centres, cinemas, office buildings, buses, taxis, restaurants, pubs and clubs;
- In outdoor eating and drinking areas;
- In underage music/dance functions;
- In cars when children under the age of 16 years are present; and
- Within 10 metres of play equipment at ACT Government managed play spaces.

These bans apply to the use of all smoking products, including tobacco and electronic cigarettes. Failure to comply with smoking legislation may result in fines up to \$750.

For further information please see the ACT Legislation: [Smoke-Free Public Places Act 2003](#).



Staff, Student and Visitor Responsibilities

Staff, students and visitors who use designated smoking areas voluntarily assume all risks associated with active and passive smoking.

Students, visitors and staff are required to only smoke with the designated smoking area at each CWBTS venue. All smoking related litter is to be placed in ashtrays and bins in the designated smoking area. Ash trays and rubbish bins will be provided within designated smoking areas.

CWBTS prohibits the sale of tobacco products on CWBTS and at CWBTS functions. No liability will be accepted by CWBTS for either consumption or supply of tobacco products to enrolled students, staff or visitors.

Anyone wanting to quit smoking can:

Call the Quitline on 13 QUIT (137848) OR visit

- [Quit Smoking NSW - iCanQuit](#)
- [Quit HQ - Queensland](#)
- [Help to Quit - ACT](#)