
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 1100

POLICY NO: 1131

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TITLE: **SAFE SCHOOL POLICIES**

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SMOKE-FREE WORKPLACE POLICY:

The policy follows the provisions of the Smoke-free Environments Act 1990. A copy of the Smoke Free Environments Act 1990 is held on file with the Health and Safety Co-ordinator.

Purpose

The purpose of this policy is to eliminate the detrimental health effects of smoking on people who do not smoke.

Policy

No smoking is permitted in college workplaces or vehicles.

Complaints Procedures

Anyone who believes, on reasonable grounds, that the Smoke Free Environments Act 1990 has been contravened may complain in writing giving full details to the Health and Safety Committee.

Under the terms of the Smoke Free Environments Act 1990, all complaints will be addressed within 20 days of being received. If a complaint cannot be resolved within the college by agreement, it will be referred to Employment New Zealand.

If the Health and Safety Committee calls a meeting with an employee in an attempt to resolve a complaint, the employee may elect to have the Staff Representative present.