

**Updated:** December 2025

## SMOKE FREE POLICY

### OVERVIEW

The purpose of this policy is to provide a safe and healthy work environment for employees, students, volunteers, visitors and contractors by establishing smoke-free premises and activities.

This includes compliance with the:

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [Tobacco and E-Cigarette Products Act 1997](#)
- [Tobacco and E-Cigarette Products \(Smoking Bans\) Amendment Regulations 2023.](#)

### SCOPE

The smoke-free policy applies to all persons entering or using Department for Education (DfE) premises or involved in a department activity, including all employees, students, volunteers, visitors and contractors. For the purposes of this policy, the term 'smoking' includes the smoking of ignited tobacco products in all forms and the use of e-cigarettes and other personal vaporisers.

### DETAIL

The DfE recognises that active and passive smoking is a health risk. Anyone in a DfE workplace or anyone involved in a DfE activity should be protected from the involuntary inhalation of smoke from tobacco and tobacco-related products and aerosols from e-cigarettes. This includes smoke from cigarettes, cigars, pipes and vapour from e-cigarettes and other personal vaporisers.

Smoking, including using e-cigarettes (commonly referred to as 'vaping'), is prohibited at all schools, preschools and early learning centres and within 10 metres of their boundaries.

The ban includes smoking:

- Within buildings.
- At all outdoor areas and playgrounds.
- At outdoor swimming facilities.
- At camps and excursions and its facilities which are an extension of the site (premises).
- In buses, government vehicles and private vehicles being used for department purposes.

## **SUPPORT**

DfE encourages any employees who wish to quit smoking to use Quitline (13 78 48), the QuitCoach, My QuitBuddy or visit SA Quitline. Employees may also access support through the [Employee Assistance Program \(EAP\)](#).

## **COMPLIANCE**

Any issue involving smoking, including vaping, should be reported to the site leader. The focus should be on informal resolution and respectful communication of this policy and any person smoking, including vaping, should be made aware that a breach of this policy also breaches work health and safety legislation and tobacco and e-cigarette control legislation.

Breaches of the policy should be handled in a non-confrontational manner and avoid any situation where there is risk of violence or injury. Any repeated breaches may be dealt with under the appropriate procedures such as the [alcohol, tobacco and other drugs incident management procedure](#) for relevant students and the managing unsatisfactory performance guidelines for employees.

## **FURTHER INFORMATION**

This is a mandated policy that follows the DfE Smoke-free Policy. Further information can be found by [clicking here](#).