
Purpose:	ACE Training is committed to protecting and promoting the health and welfare of our staff and students.
Scope:	This policy applies to all RTO staff, contractors, students and any applicable third parties.
Responsibilities:	The CEO is ultimately accountable for adherence to this policy.
Standards:	Tobacco Act 1987 (VIC)
Tools:	This policy is supported by <i>The Student Information Handbook</i> , <i>Employee Code of Conduct & Disciplinary Policy & Procedure</i> , <i>ACE Training Staff Handbook</i> .

Definition

Smoking - the act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe; or the vaping, or the use of, e-cigarettes or an electronic smoking device of any kind.

Overview

ACE Training is committed to protecting and promoting the health and welfare of our students. ACE Training is a smoke free workplace. All employees, students and other individuals are prohibited from smoking in all buildings and offices that are either owned or leased by ACE Training including, but not limited to, the following areas:

- ACE Training vehicles
- ACE Training buildings & all designated outdoor training areas
- Under any roofed area or where smoke may drift into buildings
- Roof tops
- Verandas / balconies
- Toilets
- Stairwells
- Fire escapes
- Within 5m of building entrances
- Thoroughfares, specifically in immediate vicinity of entrances/exits & access ramps
- Lunchrooms and designated eating areas

The following locations have been assigned as designated smoking areas:

- Ballarat: Back left hand side of the shed
- Bendigo: Behind the toilet block to the right of the property
- Sale: Behind the last shipping container in the earthmoving area
- Traralgon: Rear car park parallel with backing range

Victorian Legislation

Under an amendment to Victoria's anti-smoking laws, smoking is now prohibited within four metres of the entrance to many public buildings across the state.

The ban covers the entrances to all children's indoor play centres, public hospitals and health centres, childcare centres, kindergartens and schools, and many State Government buildings including Parliament, Victorian law courts, and police stations.

People caught smoking in outdoor areas will face on-the-spot fines of more than \$155.46 with a maximum penalty of more than \$750.

For further information please see the Victorian Legislation: Tobacco Act 1987

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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 ACE Training venue. All smoking related litter is to be placed in ashtrays and bins in the designated smoking area.

ACE Training prohibits the sale of tobacco products on ACE Training premises and at ACE Training functions. No liability will be accepted by ACE Training 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 Victoria](#)

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