



Implementation Timeline USQ Smoke-Free University

Date	Action
15 Dec 2009	First meeting of the USQ Executive Workplace Health & Safety (<i>EWHSC</i>) Committee to discuss the Smoke Free University Implementation
13 Apr 2010	USQ Executive WHS Committee meeting to discussion implementation and promotion of Smoke-Free initiative.
03 Jun 2010	USQ Executive WHS Committee meeting discussed the possibility of making the new quad smoke-free when the renovations are complete. Also to discuss how to plan for designated smoking areas.
23 Sep 2010	USQ Executive WHS Committee meeting discussed required support from USQ Senior Management and Council for having a smoke -free quad at Toowoomba Campus 29/07/10 Executive Director, Facilities Management reported that it was possible to have a smoke free quad by December and to encourage similar initiatives in both Springfield and Fraser Coast Campuses (unanimous vote).
18 Nov 2010	USQ Executive WHS Committee meeting reported that University of South Australia was now smoke free on the city campus. All WA universities are planning to be Smoke-Free in 2011.
22 Feb 2011	USQ Executive WHS Committee meeting requests consultation with the USQ Student Guild to identify potential student concerns/issues.
03 May 2011	USQ Executive WHS Committee meeting noted that the Student Guild had been consulted and had surveyed USQ students. Chief Operating Officer confirmed that Facilities Management (FM) was also undertaking a survey of USQ staff. Results to be available to a future meeting.
10 Jul 2011	<p>USQ Executive WHS Committee meeting received information that had been gathered from the 'Smoking' survey conducted by the Student Guild and also information that had been gathered from the FM 'Smoking' survey.</p> <p>The FM 'Smoking' survey results found a 44.5% support for no smoking permitted on USQ property, while the Student Guild 'Smoking' survey found a 70% support for support to ban smoking on the whole Toowoomba campus.</p> <p>Subjects discussed by the Committee were: non-smoking in the Quad, Residential Colleges, impact on overseas students, smoking on Baker St, enforcement, credibility, current rules and observance, actions of other universities, discussion of the surveys, expansion of USQ policy, setting a date for the policy to commence, policy to effect all USQ campuses, why are we doing it, time frames. The Committee reached a consensus that at a future date USQ campuses would be non-smoking. The Committee asked the Chair to draft a policy.</p>

06 Sep 2011	USQ Executive WHS Committee received a request from non-smokers to have the quad made a non-smoking area as soon as possible. There was support from the Committee to move to a non-smoking campus acknowledging the sensitivities and support required in that process. The Chief Operating Officer undertook to craft an appropriate paper on behalf of EWHSC to the Vice-Chancellor's Committee providing a summary of the discussion, survey results and recommending a transition process.
16 Nov 2011	USQ Executive WHS Committee reviewed the 'Draft position paper: Smoking on Campus' with the USQ Legal Office being asked to provide advice by 12 January 2012. USQ Human Resources indicated their support of the Paper. Student Services confirmed that it has strategies in place that can assist students. Colleges to be exempt initially. A question was asked about smoking at events and a member indicated that events were already non-smoking and this will continue. It was proposed that a date of 3 years be set for smoke free colleges.
1 Dec 2011	The Vice-Chancellor's Committee consider the contents of the Smoke-Free paper. After some discussion, VCC resolved to support the Short-Term proposal of designating the Quad (and a comparable area on both the Springfield and Fraser Coast campuses) as a non-smoking area for a period of 12 months in the first instance on a trial basis. During this period, the EWH&S Committee is asked to develop a set of guidelines which explores the viability of the Medium Term proposal and collect more information about what other Universities are doing in this regard.
14 Mar 2012	USQ Executive WHS Committee discussed implementation for next semester, review of code of conduct, required education, who will 'drive' the policy and how this will effect food outlets. Application of the No Smoking policy and procedures and signage to be managed by Campus Services.
19 Jun 2012	USQ Executive WHS Committee confirmed that the first day of the trial would be the 16 July 2012. USQ is to communicate the start of the trial to the USQ community. This communication is to be via email and UConnect.
14 Aug 2012	USQ Executive WHS Committee discussed the Policy's management and implementation which would be managed by the USQ community. The Chair has spoken to JCU and other agencies reference ideas for the implementation and enforcement of the non-smoking policy.
19 Sep 2012	Staff are reminded via email that the No Smoking trial in the Quad at Toowoomba continues. This trial will continue until July 2013
5 Dec 2013	Request to VCC for consideration/approval of the revised Smoking Procedure as requested by VCC. Approved by the VC on 5 December 2013. The revised procedure directs that smoking only occur in designated smoking areas; Shelters to be erected by Campus Services prior to the effective date of 1 Jan 2014; Corporate Communications to inform the USQ community. The Staff Consultative Committee and the University Safety Committee have been consulted.
5 Dec 2013	Smoking Procedure deployed to all USQ students. Email to all students regarding USQ's Duty of Care, designated smoking areas, why non-smoking areas were being introduced; benefits and support available.
19 Dec 2013	Email communique from the VC to all staff regarding no-smoking areas.
19 Jan 2016	USQ submits response to <i>Inquiry into smoking and tobacco use at universities, technical and further education facilities, and registered training organisations</i>
29 Apr 2016	Queensland Parliamentary Report No. 12, 55th Parliament - Inquiry into smoking and tobacco use at universities, technical and further education facilities, and registered training organisations.
Jan 2017	USQ Smoking Procedure implemented at USQ Ipswich

3 Apr 2017	USQ attends Smoke-free higher education and training initiative forum - Brisbane
9 May 2017	USQ Vice-Chancellor receives letter from Dr Sonya Bennett, Chief Health Officer, Department of Health congratulating the university for taking positive steps towards reducing smoking on campus by participating in the smoke-free higher education and training initiative being coordinated by the Qld Department of Health and strongly encourages USQ to consider a collaborative approach to smoke-free campuses in Queensland.
14 June 2017	Smoke-Free University paper presented to the Vice-Chancellor's Committee.
Aug – March 2017	USQ Smoke-Free Working Party established, Terms of Reference agreed and discussion paper presented. Implementation date of 31/5/18 agreed. Implementation and Communication Plan developed for consultation and actioned. Tag line developed. Web site (www.usq.edu.au/smoke-free) developed and launched via email to all staff and students. Support structures put in place. Posters, Palm cards, PowerPoint slides, personal butt bins, signature and web banners and corflute signage distributed to all campuses. Staff Consultative Committee briefed and consulted.
Feb 2018	Smoke-Free information stall at all USQ campus – Market Days. Smoke Free inclusion in all O'Week Activities. Article included in all campus newsletters. Implementation and communication plan continues to be actioned. QUIT Booklets distributed. Smoke Free Website launched including access to free QUIT programs and supports from both USQ and Queensland Health. Free QUIT programs promoted to staff and partners/family of staff. Palm cards/posters, free personal butt bins rolled out all campuses. PowerPoint slides circulated to Academic staff for inclusion in S1 and S2 lecture slides. Suite of online FAQ's developed for Ask USQ and linked to Smoke-Free website.
Mar 2018	Agreement reached to allow Residential Colleges an extra 6 month transition to November 2018. Implementation and communication plan continues to be actioned. Physical and eBooks on healthy lifestyles which include quitting smoking are purchased for all USQ campus Libraries.
April 2018	USQ Policy and Procedures updated. Professional staff training is undertaken by Student Support and Wellbeing and Human Resource staff who will be supporting students and staff to quit.
31 May 2018	All USQ campuses become Smoke-Free