

# WPHU No Smoking or Vaping Signage Audit Survey Standard Operating Procedure (SOP)

Created: 09/05/2025

## Overview

<b>Purpose</b>	This Standard Operating Procedure (SOP) provides guidance for data collectors using the <i>WPHU No Smoking or Vaping Signage Audit Survey</i> . Use of the SOP ensures consistent data collection for consistent reporting.
<b>Scope</b>	This SOP applies to anyone collecting data using the survey tool.
<b>Definitions</b>	Definitions of the terms used in the survey match those in the <i>Tobacco Act (1987)</i> and are given in the appendix.
<b>Responsibilities</b>	Data Collectors: Conduct assessments and submit responses accurately. Survey administrator: Manage survey access, monitor survey responses, update survey if appropriate, review and compile survey results for reporting.
<b>Required materials</b>	Mobile device (smartphone/tablet) or laptop Internet access

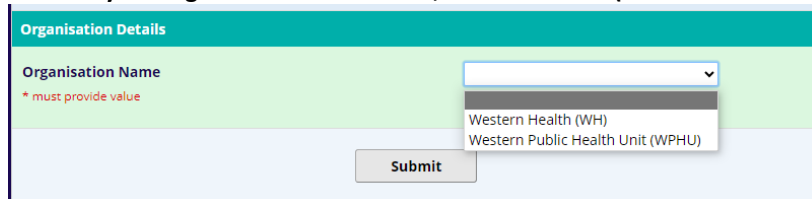
## Procedure

**Before using the survey**, notify the Western Public Health Unit (WPHU), for your organisation to be added to the survey. Contact WPHU at [wphu@wh.org.au](mailto:wphu@wh.org.au) or 1800 497 111. WPHU will inform you when your organisation is listed on the survey.

**Open the survey via this link:** <https://survey.wh.org.au/redcap/surveys/?s=W9A74HW3TEPRX8NR>

### 1. Organisation and surveyor details

- a) *Organisation Name*: Pick the organisation you are from or collecting data for, from the dropdown menu. **If your organisation is not listed, contact WPHU (contact details above).**

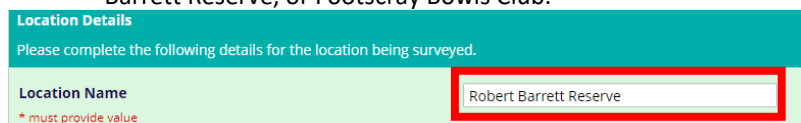


- a) *Surveyors Name*: Please include your full name: [First name] [Last name].



### 2. Location details

- a) *Location Name* is the location being surveyed. Please put the full name of this location. For example, Robert Barrett Reserve, or Footscray Bowls Club.



- b) *Location Address*: Please fill in each section as appropriate. You must fill in suburb, street name (and number if you know it), and postcode, formatted as you would see it in Google Maps.

c) How would you best describe the type of location being surveyed? **Please review the options in order from top to bottom and select the *first* one that accurately describes the location.** See details below.

**How would you best describe the type of location being surveyed?**  
(Please select the first appropriate option)  
\* must provide value

- Education, childcare service, or school
- Hospital and healthcare
- Other Victorian Public Premise (e.g. Magistrates' Court, libraries)
- Indoor children's play centre
- Indoor restaurant or cafe
- Retail shopping centre
- Bingo area, casino, or other gaming venue
- Indoor workplace (not previously listed)
- Outdoor dining area
- Outdoor drinking area
- Outdoor recreation or sporting venue (e.g. oval)
- Outdoor swimming pool complex
- Outdoor skatepark
- Patrolled beach
- Outdoor children's playground
- Licensed premise
- Other

Select the first appropriate location type from this list, working from top to bottom.

**Considerations:**

- There may be some locations within locations, for example, a skate park within a recreational venue. Please refer to the Explanatory Information guide for definitions and suggestions.
- If your location is not listed, and you choose 'Other', describe the location.

**3. Area Details**

a) *What type of area within [location]\* is being surveyed?* Select the most appropriate option.

\*In this example we have used 'Robert Barrett Reserve' as the location being surveyed.

**Area Details**

What type of area within Robert Barrett Reserve is being surveyed?  
\* must provide value

Specify the \_\_\_\_?  
\* must provide value

- Entrance and/or Exit from Robert Barrett Reserve
- Dining, eating or drinking area (indoor)
- Dining, eating or drinking area (outdoor)
- Other area (indoor)
- Other area (outdoor)

b) *Specify the [area] from [location]?* Please provide the name of the area, for example South Entry, or Main entry if there is only one entry. This will allow for identification of each area that is being assessed.

Specify the Entrance and/or Exit from Robert Barrett Reserve?  
\* must provide value

Example: South Entry, Gordon Street

**4. Sign details**

a) *How many 'No Smoking', 'No Vaping' or 'No Smoking or Vaping' signs are displayed on entering or from within [area]?* You must provide a number from 0. The number is a total of the total number of signs in the area you are auditing.

How many 'No Smoking', 'No Vaping', or 'No Smoking or Vaping' signs are displayed on entering or from within South Entry?  
\* must provide value

If you entered a number greater than 0, provide details for each sign in the next section.

b) **Optional Photo Upload**

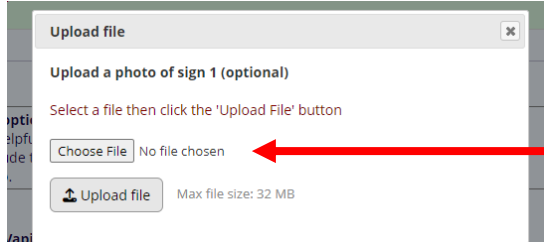
Sign 1 details

Upload Photo (optional)  
Photos can be helpful for future reference to locate the sign. Please include the immediate surroundings of the sign in the photo.

Upload file

Uploading a photo of the sign can be helpful for future reference to locate the sign. If you take a photo, please include the immediate surroundings of the sign in the photo.

■ When you choose 'upload file' a pop up will appear, please choose a file from your device, then click 'upload file'.



1. Choose file
2. Upload file

- c) **Sign Type – Is the sign ‘No Vaping’, ‘No Smoking’ or both?** *Select the appropriate option.*
- **Please note**, the sign may use alternative wording that indicates smoking and/or vaping is not permitted.
- d) **Sign Visibility and Readability:** *Is the sign easy to view and read? [Yes/No].* Consider visibility and readability (e.g. not faded or obstructed, in a spot easy for people to see).
- e) If you answered no to the above question, provide recommendations on changes that can make the sign more readable or viewable.
- f) Please complete the sign details for each sign.
- g) The final question provides you with the option to provide any additional recommendations or notes for the No Vaping or No Smoking signage for the area you have audited.

**5. Adding other areas and submitting the survey.**

At the end of the survey, there are 3 options:

- a) **Add another area to [location].**
  - Choose if you need to audit another area within the same location (e.g. another entrance at the location).
  - Return to [Step 3: Area Details](#) for guidance on completing this section.
- b) **Submit survey for [location].**
- c) Select if you have finished auditing all areas at this location and have completed all required questions. If you have another location you need to audit, please open the survey again, and complete a new entry, (You will need to put your organisation details in again. Please return to start of SOP for guidance).
- d) **Save & Return Later.**
  - Choose if you need to add more areas later, upload photos, or amend your answers at another time.
  - **Important: You must copy or write down the Return Code to resume the survey later.**
  - After copying the code and clicking close, a page will appear with your return code, and survey link for returning (you will need to put your email address in and click ‘Send Survey Link’ to get the link sent).
  - **If you do not record the code, you will not be able to access the survey again, and your responses will not be submitted. In this case, you will need to restart the survey.**

**Your survey responses were saved!**

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need both the survey link and your return code. See the instructions below.

**1.) Return Code**

A return code is **\*required\*** in order to continue the survey where you left off. Please write down the value listed below.

Return Code:

\* The return code will NOT be included in the email below.

**2.) Survey link for returning**

You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. For security purposes, **the return code will NOT be included in the email.** If you do not receive the email soon afterward, please check your Junk Email folder.

\* Your email address will not be associated with or stored with your survey responses.

Or if you wish, you may continue with this survey again now.

- Copy the unique code and save it so you can return to the survey

