



# Staff training acknowledgment form

## Selling tobacco products in Western Australia

This form is to be completed by the tobacco retailer store manager upon the completion of staff training.

Prior to completing the form, it is essential that each employee read and understand the information outlined in the WA DOH publication 'A guide to selling tobacco products in Western Australia' and answer the Training questionnaire.

By signing this form, I understand that I have provided training on the following:

- it is illegal to sell or supply a tobacco product or smoking implement to anyone under the age of 18 years.
- a tobacco retailer must not authorise or allow employees under the age of 18 years to sell tobacco products.
- adult employees must ask for proof of age identification from anyone asking for a tobacco product or smoking implement that appears to be under the age of 25 years or who they believe may not be of legal age to purchase tobacco products or smoking implements.
- acceptable forms of proof of age identification are:
  - a current Australian driver's licence
  - a current passport
  - a current proof of age card issued under the Liquor Control Regulations 1989 or proof of age cards issued by equivalent State or Territory government
  - a current photo card issued under the Western Australian Photo Card Act 2014.
- they should not sell tobacco products or smoking implements to any customer who they believe will supply that tobacco product or smoking implement to a person under the age of 18 years.
- if they sell or supply tobacco products or smoking implements to a person under the age of 18 years they are committing an offence under the Act, and enforcement action may be taken against them if they are found to have broken the law.
- products that resemble tobacco products (food, toy or other product), including e-cigarette devices, cannot be sold by tobacco or general retailers.

**Note:** Proof of age identification must be current and include a photo of the person and the person's date of birth.

**Note:** A University or College Student Card is not an approved proof of age card.

Manager/Proprietor Name

Date (DD/MM/YYYY)

Manager/Proprietor Signature

Names of employees who completed training:

Name	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Date	<input type="text"/>
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