

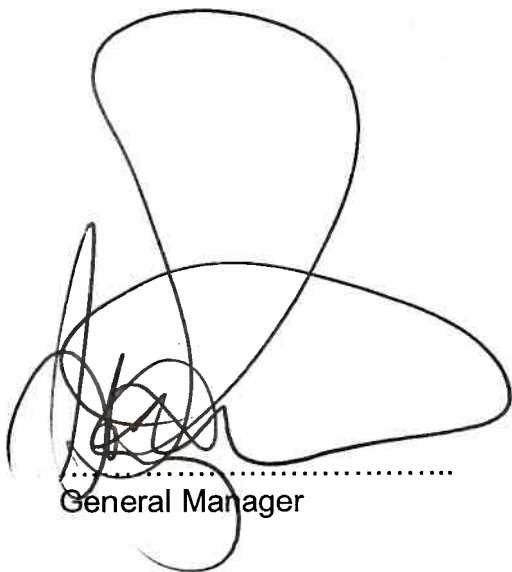


# Smoke Free Workplace Policy

**DOCUMENT AUTHORISATION**

<b>RESPONSIBLE OFFICER:</b>		WHS COORDINATOR			
<b>REVIEWED BY:</b>		MANEX, Work Health and Safety (WHS) Consultative Group.			
<b>REVIEW DUE DATE:</b>		October 2024			
<b>REVISION NUMBER:</b>		6			
<b>DOCUMENT NUMBER:</b>		WHS:POL:009			
<b>PREVIOUS VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>REVIEW / SIGN OFF:</b>
6	28/10/2021	18.10/21	Update policy document to the current Policy template. Update of Council Departmental titles. Inclusion of definitions. Expanded list of existing Council policies, procedures and plans the policy is to be read in conjunction with.	WHS Coordinator	Council
5	27/09/2018	23.09/18	Updates to reference / version number. Amendments to Acts and Regulations.	WHS Coordinator	Council
4	27/08/2015	9.08/15	Updates to reference / version numbers.	WHS Coordinator	Council

Note: Document Control continued at Appendix A



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General Manager

11/10/2021  
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Date

## ACKNOWLEDGEMENT OF COUNTRY

Glen Innes Severn Council acknowledges and pays respect to the Ngoorabul people as the traditional custodians of this land, their elders past, present and emerging and to Torres Strait Islander people and all First Nations people.

## PURPOSE

The purpose of the Smoke Free Workplace Policy is to protect the health of Council employees, contractors, volunteers, and visitors by minimising exposure to environmental tobacco smoke (ETS) in and around all Glen Innes Severn Council buildings and facilities including vehicles.

## APPLICABILITY

This policy applies to: Employees, contractors, work experience students, volunteers and visitors while on or adjacent to Council owned facilities and properties.

Council staff will advise contractors, work experience students, volunteers and visitors of the requirements of the Smoke Free Workplace Policy.

## OUTCOMES

Glen Innes Severn Council has a legal obligation to provide a safe and healthy workplace by:

- Circulating information from Government agencies, on the risks of smoking;
- Assisting staff through the Employee Assistance Program (EAP) to quit smoking;
- Reducing exposure of staff to ETS;
- Encouraging a smoke free work environment across Council worksites.

## ROLES AND RESPONSIBILITIES

Managers, supervisors and team leaders are responsible for ensuring that all employees under their control fully understand the requirements and provisions of this Policy.

Council's Work Health and Safety (WHS) Coordinator is responsible for disseminating information on the Smoke Free Workplace Policy to new employees at induction.

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Employees, contractors, work experience students, volunteers and visitors are responsible for complying with this Policy. Council staff will advise contractors, work experience students, volunteers and visitors on Council's premises of the requirements of the Smoke Free Workplace Policy.

Any person who receives a request not to smoke in a common area such as those outlined within this Policy is expected to respond cooperatively and courteously. If a staff member receives a hostile response as a result of approaching a smoker; the staff member should withdraw from the conversation, and immediately report the incident to their supervisor for them to deal with the matter.

This Policy will be communicated to all new employees at their induction. Revised versions of the Policy will be communicated to managers by the Work Health and Safety Coordinator, for highlighting and discussion at all team meetings and communication to current contractors and volunteers.

## **IMPLEMENTATION**

New employees will be advised of their obligations under this Policy at commencement of employment and at induction training for new staff.

Contractors will be advised that the Smoke Free Workplace Policy is a condition of their contract in Council's contract information packs and the online WHS induction for Contractors.

Volunteers and work experience students will be advised that compliance with the Smoke Free Workplace Policy is a condition of undertaking a volunteer role within Council at their induction to Council.

## **DEFINITIONS**

**Environmental Tobacco Smoke (ETS):** is the complex mixture of chemicals and particles (particulate matter) released into the air whenever someone smokes a cigarette, e-cigarette, cigar or pipe.

**Passive Smoking:** Inhaling of environmental tobacco smoke (ETS).

## **POLICY STATEMENT**

Glen Innes Severn Council has a responsibility under work health and safety legislation to take all measures where reasonably practicable to minimise adverse health and environmental effects from exposure to ETS and the effects of passive smoking, by identifying potential hazards, assessing the risks and taking steps to eliminate or control these identified risks.

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To achieve this the following measures have been developed in consultation with Council workers:

- Specifying places where smoking is not permitted in the workplace;
- Outlining the responsibilities of staff including managers and supervisors;
- Outlining responsibilities of contractors, work experience students and volunteers;
- Raising staff awareness of the issues associated with smoking;
- Providing assistance to employees to "Quit" through Councils Employee Assistance Program (EAP);
- Promoting the Smoke Free Workplace Policy in recruitment and training of new employees; and
- Providing community leadership in taking measures to protect the health and social wellbeing of the community.

### **SMOKING AREAS**

Smoking is not permitted in the following areas:

- All enclosed worksites;
  - Lunch facilities;
  - Eating vans;
  - On-site vans;
  - Storage areas;
  - Rest rooms;
  - Toilets;
  - Enclosed or semi enclosed spaces (including corridors, stairwells, courtyards, verandahs, balconies);
  - Enclosed and semi enclosed public spaces;
  - Within any confined space;
  - Within Glen Innes and Emmaville Aquatic Centre precincts;
  - Within the Children, Youth and Family Services precincts;
  - Within 10 metres of any products or materials of a flammable or explosive nature;
  - Within 10 metres of any refueling operations of Council vehicles and other items of plant;
  - Within 10 metres of any Council building;
  - Within 10 metres from any Council crew working in an outdoor environment;
  - In any Council owned and operated vehicle, truck, item of plant, tractor and/or mowers regardless of multiple or single occupancy; and
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In line with the Council's Smoke Free Outdoor Environment Policy, smoking is also not permitted:

- Within 10 metres of any children's public playgrounds;
- On any playing fields, sporting grounds and sporting facilities under Council's care; and
- On any public land used for alfresco dining such as footpaths.

Other 'smoke-free' areas may be identified and determined in consultation with individual worksites, Council's WHS Coordinator and relevant managers.

Staff should be mindful not smoke in outdoor areas, in order not to create a negative perception to the general public.

### **SMOKING BREAKS**

There will be no additional breaks for smoking over and above any normal work break entitlements. Employees who wish to smoke during their work time will be required to negotiate shorter times for normal work break entitlements.

Employees at the Glen Innes and Emmaville Aquatic Centre's are not permitted to leave either centre for a smoke break when members of the public are in attendance at the centre.

Employees at Children, Youth and Family Services are not permitted to leave the precinct for a smoke break during their rostered contact time with the children.

Employees who are preparing to go beyond the perimeter of any Council grounds in order to take a break to smoke should inform their colleagues where they are going, how long they expect to be and should only do so during normal agreed work break entitlements, during non-contact time or before or after the working day.

### **NON-COMPLIANCE WITH THE POLICY**

In the event of an issue involving smoking, this should be reported to the supervisor of the area. Any breach of this Policy by employees may lead to the application of counselling and disciplinary procedures in accordance with the Local Government (State) Award and Council's Unsatisfactory Performance / Disciplinary Procedures Policy.

In the event of any breach of this Policy by contractors, work experience students and volunteers, the individual and / or group will be reminded of their obligations under Council's Smoke Free Workplace Policy, and Council may choose not to engage these groups in the future.

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## **ENVIRONMENTAL WASTE REDUCTION**

All employees, contractors and volunteers are required to be responsible with their litter including smoking by-products such as cigarettes, butts and matches, which must be disposed of appropriately. Inappropriate disposal, i.e. littering a public roadway, may constitute an offence under state littering laws and may be subject to a penalty.

## **SIGNAGE**

No smoking signage will be displayed at the entrances to all buildings and smoke free areas in accordance with the *Smoke Free Environment Regulation 2000*.

## **ASSISTANCE TO EMPLOYEES**

Council will make available the free Quit Information Packs and refer staff to Council's Employee Assistance Program (EAP), which can assist employees with counselling and the use of quit therapies or alternative therapies as required by the individual.

## **LEGISLATION AND SUPPORTING DOCUMENTS**

### **Relevant Legislation, Regulations and Industry Standards include:**

- *Work Health and Safety Act 2011 (NSW);*
  - *Work Health and Safety Regulation 2017 (NSW);*
  - *Smoke-Free Environment Act, 2000 (NSW);*
  - *Smoke-Free Environment Regulation, 2016 (NSW);*
  - *Protection of the Environment (Operations) Act, 1997 (NSW);*
  - *NSW Health Department Guidelines on Passive Smoking;*
  - *NSW Cancer Council Guidelines for Local Government;*
  - *National Occupational Health and Safety Commission, Guidance Note on Elimination of Environmental Tobacco Smoke in the Workplace, [NOHSC:3019 (2003)].*
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**Relevant Council Policies and Procedures include:**

This policy is to be read where applicable in conjunction with:

- *Glen Innes Severn Council Work Health and Safety Management Plan;*
- *Glen Innes Severn Council Work Health and Safety (WHS) Policy;*
- *Glen Innes Severn Council Smoke-Free Outdoor Environment Policy;*
- *Glen Innes Severn Council Glen Innes Aggregates Safety Management System;*
- *Glen Innes Severn Council Children, Youth and Family Services Policies;*
- *Glen Innes Severn Council Volunteer Handbook;*
- *Glen Innes Severn Council Manual for Community Committees of Council;*
- *Glen Innes Severn Council Motor Vehicle Leaseback Agreement and Terms and Conditions;*
- *Glen Innes Severn Council Human Resources Policy Statement Register;*
- *Glen Innes Severn Council Unsatisfactory Performance / Disciplinary Procedures Policy;*
- *NSW Local Government (State) Award 2020.*

**VARIATION AND REVIEW**

The Smoke Free Workplace Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

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**Appendix A****Document Control Continued**

<b>PREVIOUS VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>REVIEW / SIGN OFF:</b>
3	23/08/2012	9.08/12	Updates to reference / version numbers and an increase in review period from two to three years.	WHS Coordinator	Council
2	28/04/2011	18.04/11	Amendments to Acts and Regulations. Inclusion of references to relevant Council Policies.	WHS Coordinator	Council
1	23/07/2009	8.07/09	New Policy.	WHS Coordinator	Council