



SMOKE FREE WORKPLACE POLICY

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PURPOSE

We regard the health and wellbeing of every employee with great importance and consider it essential that every employee enjoys a safe and healthy working environment.

POLICY

Council recognises the medically proven adverse health effects of smoking and passive smoking. To ensure a healthy and safe workplace environment the following policy applies to all Council workplaces. These provisions are in addition to those prescribed by the *Tobacco and Other Smoking Products Amendment Act 2016*.

1. Smoking is prohibited in all Council owned, hired, rented or leased motor vehicles and plant, regardless of whether a worker is alone or whether the vehicle is used for private use.
2. Smoking is prohibited within 5 metres of a window, doorway, air conditioning intake vent or other source of air for a Council building or workplace.
3. Smoking is prohibited in all Council workplaces as per the definition of workplace and the following guidelines:
 - No smoking within the bounds of any Council Depot and within 5 metres of the entry gate or fence.
 - For other unenclosed workplaces, no smoking within 5 metres of any other worker who is not smoking.
 - Employees who wish to smoke during the course of the working day may do so in their own time (morning tea, lunch break) as per the provisions of the Smoke Free Workplace procedure.

Council will provide support to employees who wish to quit as detailed in the Smoke Free Workplace procedure.

The provisions of this policy shall be communicated to staff through induction training and reinforced as necessary through toolbox talks, staff meetings and other communication processes. New employees are to be advised as part of the recruitment process of Council's smoke free workplace policy.

DEFINITION:

Workplace as defined under the *Work Health and Safety Act 2011* is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Smoking includes traditional products, e-cigarettes and electronic devices

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Committee Reference and Date: Policy Review Sub-Committee No. 2008(02) 12 February 2008 and City management & Finance Committee No. 2008(02) 26 February 2008

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