

	<b>SMOKE FREE WORKPLACE POLICY</b>	Version No:	1.0
		Issued:	September 2018
		Next Review:	September 2021

## 1. Overview

The District Council of Franklin Harbour, as part of its commitment to a healthier, safer workplace, recognises its obligation to ensure that the health and safety of workers, or other persons at the workplace, are identified, assessed and controlled.

Council accepts that tobacco smoking, particularly the smoking of cigarettes is detrimental to health.

This procedure aims to:

- Demonstrate compliance with legislative requirements
- Achieve the highest levels of work, health and safety performance by:
  - Providing managers and workers with the information, instruction and training to enable them to manage smoking in the workplace effectively;
  - Having systems in place to facilitate the monitoring and evaluation of the effectiveness of those controls.

The District Council of Franklin Harbour is committed to a consistent approach to smoking in the workplace that includes cooperation and consultation between management, workers, contractors, visitors and others in the workplace.

SIGNED:   
 Chief Executive Officer

Date: 13 / 9 / 18

  
 Chairperson, WHS Committee

Date: 13 / 9 / 18

## 2. Core Components

Council accepts that:

- there is a significant association between involuntary smoking and an increased risk of lung cancer, respiratory, and heart disease;
- tobacco smoke can aggravate the symptoms of those who are affected by existing heart and chronic lung diseases and asthma;
- tobacco smoke can be irritating, offensive and can cause physical discomfort to non-smokers including eye irritation, nasal irritation, headaches and coughing;
- smoking is prohibited by law in certain places such as:
  - a) where fire or explosion is a risk;
  - b) food handling and preparation areas;
  - c) where there are work, health and safety risks; and
  - d) playgrounds – smoking is banned within 10 meters of children’s public playground equipment
- tobacco smoke is now regarded as a major pollutant of the indoor air environment;
- typical indoor ventilation, including mechanical ventilation and air-conditioners, is inadequate to totally remove tobacco pollutants;

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- it has a responsibility under the WHS Act 2012 to “take all reasonable precautions to ensure the health and safety of workers”. Council may be found liable under Common Law and the Workers Compensation Act if it fails to provide a safe and healthy environment for its staff.

### 3. Aim

This policy is to establish a “Smoke Free” work place to provide and maintain a safe working environment for all workers.

### 4. Procedure

All officers are to implement the following standards with regard to special instances where smoking restrictions are determined:

#### **Areas where smoking by workers, visitors, contractors, volunteers is prohibited**

- Any Council workplace, worksite or in any Council building, plant or vehicle, whether Council owned, hired, leased or borrowed.
- No person is permitted to smoke within ten (10) meters of a Council building entrance door, ventilation point (eg windows and air conditioning intakes), or hazardous substances and equipment.

### 5. Senior Management Responsibilities

Council is responsible for ensuring, through the Work, Health and Safety Committee that:

- 5.1 This Procedure is observed.
- 5.2 Job applicants are informed at interview of Council policies and procedures. The smoking status of job applicants for promotional positions is not, however, to be used as a criterion in the selection process.
- 5.3 Staff are adequately informed about this Procedure.
- 5.4 Council Procedure is discreetly displayed and well publicised for the benefit, not only of staff but for visitors and service users (advice on obtaining relevant posters, stickers etc. may be sought from the Work, Health and Safety Committee).
- 5.5 That all ashtrays should be removed from all non smoking areas and that receptacles for disposal of smoking material are provided at entrances to these areas.
- 5.6 That grievances are dealt with in confidence by management and that the Work, Health and Safety Committee are informed about any such grievance and its resolution.
- 5.7 Potential workers will be further advised of the Procedure during employment interviews, it will also be included in letters of appointment and again during any new worker's induction.

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## 6. Workers Responsibilities

Workers are responsible for ensuring that they:

- 6.1 Comply with this Procedure.
- 6.2 Obey all instructions issued to protect their own personal health and safety and the health and safety of others.
- 6.3 Co-operate with their WHS representative in having grievances or disputes resolved in a proper manner.

## 7.0 Rehabilitation

Workers wishing to stop smoking are encouraged to call the **Quitline on 131 848**. Part of the service offered by **Quitline** includes a structured call line that operates 24 hours per day. A program can be developed whereby the person wishing to stop smoking negotiates a suitable date and time with **Quitline** and receives regular and ongoing sympathetic support by phone and / or one-to-one counselling if required and available.

## 8.0 References

Work Health & Safety Act 2012

Tobacco Products Regulation Act, 1997 (South Australia).

Tobacco Products Regulations, 2004 (South Australia).

Quit SA. [www.quitsa.org.au](http://www.quitsa.org.au)

## 9.0 Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0		New Document