



POLICY REGISTER

SMOKE FREE ENVIRONMENT POLICY

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This document is to be reviewed once every Council Term. Next review date: February 2021			
RESPONSIBLE OFFICER	General Manager		

PART 1: INTRODUCTION

1.1 Policy Objectives

The purpose of this policy is to protect the health of Council employees, contractors, visitors and Councillors by eliminating exposure to environmental tobacco smoke in and around all Riverina Water County Council buildings, facilities and vehicles.

The objectives of this policy are:

- Specify places where smoking is not permitted in the workplace
- Outline the responsibilities of staff including managers
- Promote smoke free workplace policy in recruitment and training of new employees
- Provide assistance for staff wishing to quit smoking
- Authorise placement of “No Smoking” signs

1.2 Scope of Policy

This policy shall apply to all employees, Councillors, contractors and visitors to Riverina County Council buildings, worksites, facilities and vehicles.

1.3 Definition

Environmental Tobacco Smoke (ETS)-is a combination of exhaled mainstream smoke (smoke breathed out by smoker) and side-stream smoke (smoke that drifts from the burning end of a cigarette)

1.4 Legislative Context

This policy has been developed in order to ensure compliance with Work Health and Safety legislation including:

NSW Work Health and Safety Act (WHS) 2012
NSW Work Health and Safety (WHS) Regulations 2012

1.5 Related Documents

Riverina Water County Council Work Health and Safety Policy

PART 2: Policy Content

2.1 General Principles

Riverina Water County Council has a duty of care under NSW WHS legislation to provide a safe and healthy workplace. This obligation extends all buildings, amenities, and motor vehicles.

Smoking is known to be a contributory factor in many serious and fatal illnesses such as cancer. However exposure to smoke (passive smoking) can be equally dangerous to non-smokers, who breathe in other people’s smoke (environmental Tobacco smoke). Passive smoking can affect smokers and non-smokers. Research indicates that there is no safe level of exposure to environmental tobacco smoke and prolonged exposure is known to increase the risks of lung cancer and heart disease, as well as the incidence of sore throats, nasal symptoms, asthma attacks and other chest illnesses

The dangers of passive smoking in the workplace have resulted in litigation, where employers have been held responsible for illnesses caused by passive smoking. (Source: NSW Department of Health Facts Sheet at www.health.nsw.gov.au)

2.2 Policy Provisions

2.2.1 Specific Requirements

In order to comply with Council responsibilities under the Work, Health and Safety legislation the following requirements are established under this policy;

1. Smoking is prohibited in all Council buildings, facilities, plant and vehicles (including hire vehicles and vehicles privately used under council leaseback scheme);
2. There is no provision for the designation of smoke-permitted rooms or areas in or adjacent to buildings controlled by Council
3. It is the responsibility of staff, contractors, visitors or Councillors smoking outside buildings to ensure, as far as practicable, that they are not within ten meters of open windows, doorways, or air conditioning inlets, and that cigarette butts are fully extinguished and disposed of in a suitable receptacle.
4. It is the responsibility of smokers to ensure that they do not expose any other persons in the work environment to the smoke from their cigarettes.
5. Non-smoking staff shall not put themselves at risk by willingly exposing themselves to cigarette smoke.
6. All new employees will be informed of the smoke free environment policy at commencement of employment and at induction training for new staff.

2.2.2 Programs to assist in quitting smoking

Riverina Water County Council will provide assistance to any member of staff or councillor who wishes to stop smoking. This assistance is available by contacting the Return to Work Coordinator at council. This assistance will include provision of anti smoking aids and associated information.

2.2.3 Responsibilities

Council

Under this policy Council will:

- Provide support and encouragement for staff and councillors to “Quit” the smoking habit;
- Not discriminate on the grounds of a person’s smoking preferences;
- Consult with staff when reviewing this policy.

Managers and Supervisors

Under this policy Managers and Supervisors will;

- Ensure a quick response to any reports of policy breaches;
- Monitor that smoking is only undertaken in areas permitted under this policy.

All staff

Under this policy have the following obligations;

- All staff are responsible for ensuring that a smoke free environment is maintained by compliance with the provisions of this policy and reporting any incidents which breach these provisions.
- Staff are also expected to advise visitors and contractors of the smoke-free environment policy
- Staff who fail to consider the safety of others at work by not complying with this smoke free policy will be subject to disciplinary action in accordance with the Riverina Water County Council Enterprise Award and internal procedures.