

Title: Smoke Free Workplace

Type: Organisational

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Revision History:

Date	Action	Who
9 July 2008	Adopted	CEO
August 2012	Reviewed	Risk and Improvement Coordinator
August 2012	Consultation and review	Risk and Safety Committee and Employees
October 2012	Consultation and review	Executive Team
30 October 2012	Adoption and Approval	CEO

1. Purpose

The purpose of the policy is to protect the health of Council employees, contractors and visitors by eliminating exposure to environmental tobacco smoke in and around all Murrindindi Shire Council buildings and facilities including vehicles.

2. Rationale

Murrindindi Shire Council is committed to providing our employees, contractors and visitors to our workplaces, with a smoke free environment and has adopted this policy to create a workplace that is free of environmental tobacco smoke.

Recent studies indicate the exposure to high levels of second hand tobacco smoke increase the risk of heart disease by 50 to 60 per cent. Short-term exposure can cause 'irritant' effect on eyes, nose throat and airways.

2.1 Definitions

Environmental tobacco smoke (ETS)

Environmental tobacco smoke (ETS) is described as a combination of side smoke (smoke from the burning end of a tobacco product) and exhaled mainstream smoke (the smoke breathed out by a smoker). Many major health organisation worldwide have classified ETS as a proven human carcinogen (cancer causing agents).

Enclosed workplace

To understand the meaning of enclosed workplace, it is important to firstly understand the meaning of 'workplace'. Under the Occupational Health and Safety Act 1984 a 'workplace' means: *a place, whether or not in an aircraft, ship, vehicle, building or other structure, where employees or self-employed people work or are likely to be in the course of their work.*

A workplace is an 'enclosed workplace' if it has a ceiling or roof and is greater than 50% enclosed by walls, or other vertical structures or coverings.

Designated smoking area

A designated area is an area that is defined in section 4.4 of this policy. The area must not allow for environmental tobacco smoke to drift back into the workplace.

Vehicles

Includes all Councils supplied passenger vehicles and other plant and equipment used by Council employees.

3. Scope

This policy applies to all Council employees, contractors, Councillors, volunteers and visitors to Councils premises.

4. Policy

The Murrindindi Shire Council under the Occupational Health and Safety Act 2004 must provide a workplace that is free from risks to health and safety for all parties in its workplaces. To meet this requirement, the Council will take all necessary steps to ensure these parties are not exposed to environmental tobacco smoke in an enclosed workplace.

4.1 Smoking is prohibited in all Council buildings, offices and Council vehicles.

4.2 Employees will not smoke while they are with members of the public on Council business.

4.3 Where employees work in a client's home, who is not under the control of Council, it is the responsibility of management to advise clients of Councils smoking policy and ensure a smoke free environment while employees are present. It is not permissible for a worker to smoke in a client's home at any time.

4.4 Employees who choose to smoke at work may only do so in areas defined as follows:

- Be at least three metres away from the entrance and exits of all buildings and any outside communal area.
- Not be adjacent to any open window or intake air-conditioning plant.
- Must not be in a prominent public location where people congregate such as, the entrance area of a Council building.
- Employees may only smoke during their allocated work breaks.

4.5 Employees who choose to smoke under the above conditions must be considerate of the impact on other employees at all times and dispose of cigarette butts in the appropriate receptacles.

4.6 All new employees as part of their induction process will be advised of Councils 'Smoke Free Workplace' policy and that observation of the policy is a condition of employment.

4.7 That Council is committed to assisting employees who wish to stop smoking and will make quit smoking advice and information available to employees.

4.8 Any breach or wilful disregard of the policy by Council employees may lead to disciplinary action.

5. Supporting Documents

Occupational Health and Safety Act, 2004

Occupational Health and Safety Regulations 2007

Tobacco Act 1987

Smoke- free workplace guide - Department of Human Services

Worksafe Victoria website: Environmental Tobacco Smoke in the Workplace

NOHSC: 3019 (2003) Guidance Note on Elimination of Environmental Tobacco Smoke in the Workplace

6. Related Policies

Risk and Safety policy

Health and Wellbeing policy

7. Governance

- 7.1 All employees have a responsibility to observe this policy.
- 7.2 It is the responsibility of management to ensure compliance with this policy including assisting employees with quit smoking information as required and instigating counselling procedures where necessary.
- 7.3 Council's Risk and Improvement Coordinator will be responsible for sourcing quit smoking information for the organisation.
- 7.4 All Reports of inappropriate smoking incidents will be completed in writing on Councils Hazard, Incident and Injury form.
- 7.5 The implementation of this policy will be monitored at an organisational level by Murrindindi Shire Councils Risk and Safety Committee.

8. Portfolio and/or Riding Councillor Input

N/A

9. Responsible Officer

Risk and Improvement Coordinator

10. Human Rights Charter

This policy has been developed with consideration of the Victorian Charter of Human Rights and Responsibilities.