



Council Policy Manual

SMOKE FREE WORKPLACE

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Introduction

Passive smoking or the inhalation of Environmental Tobacco Smoke (ETS) has been shown to increase the risk to health. The Brewarrina Shire Council has a duty of care under Work Health and Safety legislation to provide a safe and healthy work environment for all employees and others who enter the workplace.

Purpose

The purpose of this Policy is to protect all employees and visitors from the harmful effects of Environmental Tobacco Smoke (ETS).

Policy Statement

The Brewarrina Shire Council has therefore adopted a Smoke Free Workplace Policy. The aim of this policy is to eliminate smoking in all enclosed workplaces to help prevent the exposure of workers and others to Environmental Tobacco Smoke (ETS). Smoking is an addictive habit and it is commonly known that quitting can be very difficult. The Brewarrina Shire Council is committed to providing assistance to any employee that expresses the desire to quit smoking and will endeavour to make this process as simple as possible.

Responsibility

The responsibility for enforcing this policy rests with the staff of the Brewarrina Shire Council. All employees are obliged under the Work Health and Safety Act 2011 to protect the health of themselves, their fellow employees and also visitors to the workplace.

Employer Responsibility

It is the responsibility of the General Manager to ensure the implementation of the policy. The General Manager in conjunction with Departmental Managers will be responsible for monitoring and assessing the progression of any disciplinary action or any proposed rehabilitation programs for employees. They will also be responsible for ensuring ongoing support and coordinating future rehabilitation and training programs.

Manager Responsibility

It is the responsibility of Departmental Managers to investigate any complaints brought to their attention. Managers will follow the correct procedures in relation to investigation, interviews, rehabilitation and disciplinary action as outlined in this policy. It is the Departmental Managers responsibility to initiate disciplinary procedures.



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Supervisor Responsibility

It is the responsibility of all Supervisors to ensure that no employee smokes in a prohibited area. If a Supervisor has been told of or believes that an Employee is smoking in a prohibited area, they are to report it to the relevant Departmental Manager immediately. It is then the responsibility of the Supervisor to monitor the employee who has not abided by the policy and report any further incidents to the relevant Departmental Manager.

Employee Responsibility

Employees are to abide by the Smoke Free Workplace Policy and are not permitted to smoke in any prohibited area. Employees should not expose their co-workers or the public to unnecessary risks to health caused by Environmental Tobacco Smoke (ETS). To ensure that a safe, healthy and productive workplace is maintained, employees should report any breaches of the Policy to their Supervisor immediately.

Implementation

From the 1st of January 2008 all enclosed areas of Brewarrina Shire Council will be totally smoke free. Smoking will not be permitted in all enclosed Council workplaces including the Community Centre, the Youth Centre and Childcare Centre, any office building, all hallways, waiting rooms, meal rooms, meeting rooms, staff rooms, toilets, workshops, machinery rooms, sheds, stores and storage areas. Smoking will not be permitted in any Brewarrina Shire Council motor vehicles or heavy plant. Smoking will not be permitted inside any Council buildings or premises that are hired or used by the general public.

Employees who wish to smoke during work hours may only do so outside the before mentioned areas. Smoking will not be permitted in any area where Environmental Tobacco Smoke may drift back into the workplace. As a general guide; keep at least 5 metres away from any doorway or opening that leads into an enclosed workplace.

Education

The Brewarrina Shire Council will implement an educational process to reinforce the dangers of Environmental Tobacco Smoke (ETS) and its effects on the health of all in the workplace. This education will be delivered via a number of different avenues such as:

- Inclusion in induction manuals and induction presentations
- Fact sheets to all staff containing information on the affects of ETS
- Posters in prominent areas of Council buildings to remind all of the policy



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Rehabilitation

When requested, the Brewarrina Shire Council may, at the discretion of the General Manager, provide assistance to employees expressing a strong desire to quit smoking. Time needed to visit Doctors, Treatment Providers or Specialists may be accessed by the employee by way of any available sick leave with proof of the visits or treatment needing to be produced.

Discipline

If an employee is found to be in breach of the provisions of Council's Policies, Work Procedures or relevant Award Conditions, it may be necessary to instigate disciplinary action as described under the Local Government (State) Award 2010 – Disciplinary Action.

Legislation and References

Smoke-free Environment Act 2000
Work Health and Safety Act 2011

Review

This policy may be reviewed at any time, or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council.