



WHS POLICY & PROCEDURE

SMOKE FREE WORKPLACE

Category:	Hazardous Chemicals/Substances		
Procedure created: 2008	Last reviewed by staff: 27/2/2019		
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Purpose:	To protect the health and wellbeing of all Lismore City Council (Council) employees, contractors (including agency staff), volunteers and visitors by eliminating exposure to environmental tobacco smoke, elimination of potential ignition sources and complying with the requirements of the Smoke Free Environment Act 2000. To provide leadership in the community about reducing the harm associated with smoking.
Scope:	This Procedure applies to all Council workers including employees, contractors (including agency staff) and volunteers.
Definitions:	Council Worker/s*: Council employees, contractors (including agency staff) and volunteers
References:	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2017 • Smoke Free Environment Act 2000 • Smoke Free Environment Regulation 2016 • Storage and Handling of Workplace Dangerous Goods NOHSC 2017 – 2001 • Cancer Council NSW Going smoke-free Recommendations for the workplace • Guidance note on the elimination of environmental tobacco smoke in the workplace NOHSC:3019 (2003) <p>Lismore City Council:</p> <ul style="list-style-type: none"> • Recruitment Information Package • Induction Material • Employee Assistance Program

Background

Smoking is known to be a contributory factor in many serious and fatal illnesses such as cancer. Additionally, exposure to smoke (passive smoking) can be equally dangerous to non-smokers, who breathe in other people's smoke known as Environmental Tobacco Smoke (ETS). Passive smoking can affect smokers and non-smokers.

ETS is a combination of exhaled mainstream smoke (smoke breathed out by the smoker) and side stream smoke (smoke that drifts from the burning end of a cigarette). ETS is made up of over 4,000 chemicals and more than 60 of these are known to cause cancer in humans.

Research indicates that there is no safe level of exposure to ETS 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 have been extensively documented and since 1986 there have been at least 34 substantive research studies undertaken in Australia and overseas that confirm the impact of ETS on workers and the general public. Since that date the damage caused by ETS exposure in the workplace has been repeatedly affirmed by the major health organisations of Australia, the USA, the UK, and elsewhere.

The effects of passive smoking in the workplace have resulted in litigation, where employers have been held responsible for illnesses caused by passive smoking.

Policy Statement

- 1 Smoking is prohibited at all Council indoor and outdoor worksites, including all Council vehicles (trucks, utilities, cars, mobile fleet, plant & equipment) at all times.
- 2 Council's commitment to a smoke free workplace is identified at the time of Induction. It is an expectation that all Council workers* and visitors are advised of their responsibilities to comply with Council's smoke free workplace.
- 3 Council recognises the importance of education and support for smokers and will encourage and promote access to Quit Smoking Programs.
- 4 Where practicable "Butt Bins" will be installed at the entrances of identified permanent work sites. All these sites will display signage highlighting that they are smoke free areas.
- 5 Smokers wishing to smoke during their unpaid meal break must leave the worksite and must dispose of their cigarette butts in a safe and environmental friendly manner.
- 6 Council workers* who do not comply with this procedure may, in the first instance, be offered appropriate counselling. Visitors who do not comply will be asked to leave the worksite. If non-compliance continues, appropriate disciplinary procedures will be applied.
- 7 Supervisors, including Team Leaders, are responsible for ensuring compliance with this procedure.

Responsibilities

Organisational

- There is a legal requirements to protect the health and wellbeing of all Council workers* and visitors who may be exposed to ETS
- Education regarding this policy will be provided
- Sufficient and appropriate signage will be strategically placed where required
- All job applicants will be notified of the smoke free policy at the time of application
- All new Council workers* will be made aware of this policy at induction training.

Managers, supervisors, gangers, team leaders

- Ensure the objectives of this policy are implemented into work practices.
- Ensure that all Council workers* under their control fully understand the requirements and provisions of this policy.
- Any reported incidents of noncompliance are resolved through counselling and case management.

Workers

- All Council workers* are responsible for ensuring that Lismore City Council maintains a smoke free environment by complying with the provisions of this policy and reporting any incidents which breach this policy.

Non compliance

Compliance with this policy is a condition of employment, any Council employee who fails to comply with this policy will be subject to disciplinary procedures in accordance with the relevant award. Initial response to noncompliance will involve counselling and ensuring that the policy and reasons for it are explained in detail.

Document History and Version Control				
TRIM Ref #	Version #	Summary of changes made	Date	By Whom
ED13/24851	1	Updated to new template	8/12/15	A Boxsell.
	2	Updated to new template/Included legislation in table/Definition of Council workers/Addition of document history & version control.	8/12/15	C Imeson
	2	Updated references. Change from Protocol to Procedure.	27/2/2019	

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