

SMOKE-FREE WORKPLACE

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| Maintained by: | RMO | Date Adopted by Council: | 14/12/2011 |
| File Number: | C9/7 | Version No: | 2 |
| Previous Effective Date | 15 March 2006 | Date for Review | 14/12/2013 |
| Other Reference: | Nil | | |
| Application: | All staff, contractors, volunteers, visitors | | |
| Attachments: | Nil | | |

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1. STATEMENT OF POLICY INTENT

The intent of this policy is to ensure Wentworth Shire Council maintains a workplace that is free of environmental tobacco smoke.

2. DEFINITIONS AND ABBREVIATIONS

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|-----------------|---|
| COUNCIL | Wentworth Shire Council |
| PASSIVE SMOKING | The inhalation by any person of any air contaminated by environmental tobacco smoke |
| WORKCOVER | New South Wales WorkCover Authority |
| OHS | Occupational Health and Safety |

3. POLICY

Council is committed to ensuring the health and safety of all persons at council worksites including employees, contractors, volunteers and members of the public.

Council recognises the negative impact of smoking on the health of the individual and the rights of people to be protected from the dangers of passive smoking.

Council acknowledges employees have the right to choose whether or not to smoke, providing this does not constitute a risk to others, contravene safety provisions or legislation, or reduce the employee's productivity. Where possible, staff should not smoke in outdoor areas that are visible to the public.

Smoking is prohibited:

- In all Council buildings
- In Council plant, machinery and vehicles (including Council vehicles utilised for private use)
- In any outdoor area within 10 metres of any door, window or air intake system of any building

Information regarding Council's smoke-free workplace will be included in Council's OHS induction process and posted on Council's web-site.

Council will ensure professional advice about coping without cigarettes and quitting smoking is available to employees when required.

Employees not complying with the requirements of this policy will be subject to disciplinary action in accordance with CP132 Discipline.

Any employee compromising the health and safety of other persons at the workplace by not complying with this policy can be personally liable to a WorkCover fine under the Occupational Health and Safety Act 2000.

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Council will ensure that any designated smoking areas are outdoors with no possibility of contamination of any indoor area.

4. RESPONSIBILITY/ACCOUNTABILITY

General Manager

The General Manager is responsible and accountable for the implementation of this policy throughout the organisation.

Directors

Directors are responsible and accountable for the implementation of, and compliance with this policy in their respective directorates.

Managers, Team Leaders and Leading Hands

Supervisors are responsible and accountable for the implementation of this Policy in their respective work areas.

Employees, Contractors and Volunteers

Employees, contractors and volunteers are responsible and accountable for their cooperation and compliance with this Policy.

Visitors

Visitors to Council worksites (when informed of the health and safety requirements of the worksite by way of induction) are responsible and accountable for their cooperation and compliance with this Policy.

5. RELATED DOCUMENTS

5.1 ASSOCIATED LEGISLATION

- 5.1.1 Occupational Health and Safety Act 2000
- 5.1.2 Occupational Health and Safety Regulation 2001

5.2 ASSOCIATED GOVERNMENT POLICY PROVISIONS

- 5.2.1 WorkCover New South Wales Guide Passive Smoking – Policy and Control

5.3 ASSOCIATED COUNCIL DOCUMENTS

- 5.3.1 CP 148 Occupational Health and Safety
- 5.3.2 CP132 Discipline

6. POLICY STATUS

This policy was formally adopted by Council on 14 December 2011 and commenced operation on 14 December 2011. This policy replaces the previous version adopted on 15 March 2006 and includes a change in title and clarification of the extent to

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which smoking is prohibited on council property, clarification of assistance available to smokers, disciplinary procedures applicable under the policy and the requirements of designated smoking areas.

7. POLICY REVIEW

This policy may be amended or revoked at any time and must be reviewed at least two (2) years since its adoption (or latest amendment).

8. AUTHORISATION

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Position: General Manager

Date: /...../.....

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