

SMOKE-FREE WORKPLACE POLICY

MANAGEMENT DIRECTIVE



1 Scope

This policy applies to individuals working, visiting or conducting business in Council owned buildings, offices, including depots, and vehicles and buildings leased by Council.

2 Purpose

The purpose of this policy is to ensure compliance with legislation and workplace health and safety requirements, to effectively manage a smoke-free workplace and to minimise risks associated with smoking and passive smoking in the workplace.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Local Government Act 2009

Tobacco and Other Smoking Products Act 1998

Work Health and Safety Act 2011

4 Definitions

To assist in interpretation, the following definitions apply:

Building	A permanent or temporary structure enclosed within exterior walls and a roof, and including all attached apparatus, equipment, and fixtures that cannot be removed without cutting into ceiling, floors or walls.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Councillor	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the <i>Local Government Act 2009</i> .
Depot	An area which has been permanently fenced to prevent public access to Council equipment and supplies.
Designated smoking area	An outdoor area where the use of smoking products are permitted.

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Eating and drinking area	An area exclusively utilised for the consumption of food and beverages.
Employees	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Passive smoking	The inhalation by non-smokers of the smoke from other people's cigarettes, pipes and cigars.
Skate Park	A part of a public place with equipment including obstacles, jumps or uneven surfaces used for riding or skating on bicycles, rollerblades, rollerskates, skateboards and scooters.
Smoking Products	As defined in the <i>Tobacco and Other Smoking Products Act 1998</i> . A tobacco product, herbal cigarette, loose smoking blend, personal vaporiser or personal vaporiser related product.
Volunteers	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the CEO and/or his authorised delegates.

5 Policy Statement

Council is committed to providing a healthy work environment. Individuals working, visiting or conducting business in Council owned buildings, offices and vehicles and buildings leased by Council are to adhere to this policy.

5.1 Responsibilities

5.1.1 CEO, General Managers and Managers

The CEO, general managers and managers are responsible for ensuring:

- (a) The effective implementation of this policy; and
- (b) Employees, contractors and volunteers using smoking products adhere to undertaking this activity:
 - (i) only in designated smoking areas where provided at Council owned or leased buildings and offices; and
 - (ii) In areas where no designated smoking areas are provided, outside of the designated smoke free areas detailed in paragraph 5.2.

5.1.2 Coordinators and Supervisors

Coordinators and supervisors are responsible for:

- (a) Monitoring depots and other Council controlled, owned or leased areas to ensure policy compliance;
- (b) Consulting and educating employees, contractors and volunteers on the locations of designated smoking areas and designated smoke free areas;
- (c) Providing support to employees who have or are considering quitting smoking; and
- (d) Reporting any non-compliance of this policy to the relevant manager.

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5.1.3 Employees, Contractors and Volunteers

Employees, contractors and volunteers are responsible for:

- (a) Complying with the *Tobacco and Other Smoking Products Act 1998*;
- (b) Complying with this policy;
- (c) Using smoking products only in designated smoking areas and outside designated smoke free areas;
- (d) Not eating and/or drinking in designated smoking areas;
- (e) Reporting non-compliance of this policy to the relevant supervisor; and
- (f) Disposing of smoking litter appropriately.

5.2 Designated Smoke Free Areas

Employees, contractors and volunteers are prohibited from using smoking products:

- (a) Within buildings and offices either owned or leased by Council, including on-site dongas, including:
 - (i) Roof tops;
 - (ii) Basement areas;
 - (iii) Verandas/balconies;
 - (iv) Stairwells;
 - (v) Fire escapes;
 - (vi) Toilets;
 - (vii) Lunchrooms; and
 - (viii) Loading bays;
- (b) Under any roofed area or where smoke may drift into buildings;
- (c) Within five meters of an entrance to a building;
- (d) Within five metres of building ventilation systems;
- (e) Within 10 meters of a playground;
- (f) Within an early childhood facility, and for five metres beyond its' boundary;
- (g) Within thoroughfares, specifically in the immediate vicinity of entrances and exits;
- (h) Within five meters of a public transport waiting point;
- (i) At or within a 10 metre buffer zone within any part of a skate park;
- (j) At a public swimming facility;
- (k) Fuel and chemical storage areas; and
- (l) Council owned vehicles.

5.3 Designated Smoking Areas

Each depot and administration building has designated smoking areas. The number and location of these areas is determined in consultation with a member of the Safety Unit, Community Facilities Unit and the relevant manager/s of the proposed location. Where buildings are leased by Council, consultation with the building owner should occur.

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Each designated smoking area is determined in line with relevant legislation. Each depot and administration area displays a site plan defining the location of designated smoking areas and identified outdoor areas where food and beverages can be consumed. Information of the designated smoking areas is provided to existing and new employees, contractors and volunteers during site specific inductions.

Employees, contractors, volunteers and Councillors using designated smoking areas, even if not using smoking products, acknowledge and voluntarily accept that there are risks associated with active and passive smoking.

Ashtrays and rubbish bins are provided within designated smoking areas for cigarette and ash disposal.

Employees and contractors are permitted to use smoking products in designated smoking areas during meal breaks and rest pauses as described in applicable awards and contracts, and in accordance with work unit operating requirements.

Sun safety should be considered where natural shade is unavailable.

5.4 Compliance

Any employee, contractor or volunteer not complying with the use of smoking products in a designated smoking area must be immediately informed by their supervisor that they are breaching Council policy and must be immediately directed to comply.

Where employees, contractors or volunteers do not comply with Council's Smoke-Free Workplace Policy, a disciplinary process or a review of contract terms may be initiated where other actions fail to achieve compliance.

Councillors and individuals visiting or conducting business in areas specified in this policy, are advised of Council's Smoke-Free Workplace Policy and are requested to refrain from the use of smoking products outside designated smoking areas.

5.5 Signage

Signage is displayed at some designated smoke-free areas advising of Council's Smoke-Free Workplace Policy, for example major entrances, access ramps, roof terraces, balconies, loading bays of buildings.

5.6 Assistance for Smokers

For the benefit of employee, volunteer and Councillor personal health and safety, employees, volunteers and Councillors are encouraged to quit smoking. Council has a range of Contact Officers and offers counselling services that can assist employees, volunteers and Councillors who wish to quit smoking. The Safety Unit can also provide information and contact details for other 'quit smoking' assistance.

Workers who are genuinely trying to quit smoking can seek approval from their supervisor to use their personal vaporiser or personal vaporiser related non-nicotine product away from the designated smoking areas but not in any designated smoke free areas. This will be determined on case by case basis and only if it is safe to do so.

Quit line – 137 848

Quit line is a telephone service for anyone wanting information about quitting smoking. Trained counsellors are available to provide information, counselling, support and resources to help individuals to succeed in quitting smoking. Quit line is an anonymous service and is provided at the cost of a local call.

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Further support links

Workplace Health and Safety Queensland	http://www.worksafe.qld.gov.au
National Tobacco Campaign	http://www.quitnow.gov.au
Cancer Council Queensland	http://www.cancerqld.org.au

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the CEO.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Manager Workforce and Governance
Policy Owner	Manager Workforce and Governance
Policy Quality Control	Legal and Governance

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