

Section 4.19

Smoke Free Workplace

1. Purpose

The purpose of this policy is to ensure that all Council employees, contractors and visitors are provided with a smoke free workplace and to reduce a range of strategies to reduce tobacco related harm of its employees.

2. Scope

This procedure applies to all council workplaces, premises and vehicles.

3. References

1. Occupational Health and Safety Act 2004
2. Repace J. Going Smoke free Quit Campaign Victoria, 2003

4 Responsibilities

Manager/Supervisor

Managers/Supervisors are responsible for implementing this procedure as well as authorising preventative measures such as *no smoking signage* for vehicles, employee's name badges and other appropriate areas.

Health and Safety Representative

HSR Representatives shall assist the Manager/Supervisor in monitoring the control measures.

Clean Air Resource Worker

The Clean Air Resource Workers are responsible for contributing their expertise and experience to assist with regular review of the procedure; and providing smoking cessation and harm minimisation information, referral and assistance when requested.

Employees

Employees are responsible for taking reasonable care of her/his own health and safety and for the health and safety of anyone else who may be affected by exposure to environmental tobacco smoke; complying with the procedures; and reporting and documenting instances of exposure to environmental tobacco smoke.

5. Definitions

Premises

Describes any building and surrounding grounds occupied by employees on either a permanent, temporary, occasional or casual basis.

Vehicles

Describes any motor car, truck or bus registered in the name of the Greater Shepparton City Council, or any motor vehicle used by staff of the Greater Shepparton City Council under any hire agreements.



6. Methods

Non Smoking Areas

Smoking is not permitted in any Council building, offices, including the perimeter of buildings.

Smoking is not permitted by employees, the public or visitors in any Council vehicle. Employees will not smoke while they are with members of the public.

Processes

- All new employees will be advised of the No Smoking policy during the Induction process.
- All new employees will be advised of the location of Smoking Designated Areas.
- All members of the public and visitors will be advised of the No Smoking policy prior to or during initial contact with Council.
- All members of the public and visitors will be advised of the location of Smoking Designated Areas.
- Consumer information on smoking cessation will be made available to employees, visitors and the public.
- Clear signage will dictate where smoking is prohibited and/or where smoking is permitted.
- Clear signage will be used to promote access to Quitline and other relevant local agencies.
- Employees employed in provision of home-visiting services will be supported in their request to have clients cease smoking when service or visiting is being provided – (**see Section 4.20 Smoke Free Off-Site Workplace.**)
- Employees who choose to smoke may only do so during standard daily breaks, and only in designated smoking areas.

Designated Smoking Areas

Designated Smoking areas may only be established under the following guidelines:

- Be at least five meters away from the entrances and exits of all buildings
- Not be adjacent to any window or intake for air-conditioning plant
- Not be on any balconies or rooftops
- Must be in close proximity to fire fighting equipment
- Must not be in a prominent public location

Employee Education

The Council is committed to assisting employees who wish to stop smoking and this commitment includes the provision of employee assistance

- Smokers are encouraged to discuss quitting issues with Council's Clean Air Resource Worker (CARW), QUIT facilitator or HSR representative.
- Smokers are encouraged to call Quitline 131 848
- A Quit seminar or course will be facilitated when there is enough interest from staff members
- Health promoting information will be made available through CARW's, Human Resources and HSR representatives
- The Council will display smoking cessation information, containing the Quitline number in all smoking designated areas and staff amenities



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7. Related Documents

1. Section 3.14, *Health Monitoring*
2. Section 4.20, *Smoke Free Off-Site Workplace*

8. Attachments

1. Additional Reference Notes



Attachment 1

Additional Reference Notes

The Victorian Occupational Health and Safety Act (2004) provides a framework for the prevention of work injuries or illness. The Act aims to achieve a preventative approach through workplace co-operation, linked to national uniformity.

Data from May 2000 indicates that smoking related deaths are the leading cause of preventable death in every local government area in Victoria, outstripping deaths caused by illicit drugs, alcohol and road deaths. Smoking is also associated with the top three indicators in the Burden of Disease report for the Goulburn Valley catchment.

Cigarette smoking and exposure to environmental tobacco smoke (ETS) is implicated in the major chronic illness groups of cardio-vascular disease, cancer, respiratory disease and diabetes. Health effects of exposure to ETS can also exacerbate pre-existing conditions such as asthma. A substantial body of research suggests that "... breathing second-hand smoke causes morbidity and mortality from cancer, heart disease, and respiratory disease, as well as acute sensory irritation. It causes the premature death of hundred of thousands of non-smokers worldwide"¹. And, "Second-hand smoke cannot be controlled by ventilation, air cleaning or spatial separation of smokers from non-smokers."

Employers have a duty of care under common law, as well as the Occupational Health and Safety Act (2004) to ensure the health and safety of all workers in the workplace.

This policy is to be read in conjunction with the Smoke Free Home Visiting Workplace Policy and Procedure. The Greater Shepparton City Council recognises that smoking is bad for health. The Greater Shepparton City Council is committed to providing a range of strategies to reduce the tobacco related harm of its employees and the public while on any Council campus.

This policy is not a personal attack on smokers. It is not intended to deal with the issue of if people are allowed to smoke or not but rather seeks to address where they can smoke.