

Section 4.20

Smoke Free Off-Site Workplace

1. Purpose

The purpose of this policy is to ensure that the risks associated with exposure to environmental tobacco smoke are appropriately managed for all Council employees, contractors engaged in delivering a service in a non-controlled Council workplace.

2. Scope

This procedure applies to all employees and that the ultimate responsibility for the provision of a smoke free workplace, where that workplace is a non-Council controlled environment, lies with the individual or organization in control of the environment.

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.

Employees

Employees are responsible for taking reasonable care of his/her 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; reporting and documenting instances of exposure to environmental tobacco smoke occurring during the provision of services where the workplace is a non-Council controlled environment.

Health and Safety Representatives

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

Clean Air Resource Workers

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

5. Definitions

Offsite Workplace

Maybe be any of, but not limited to, the following:

- A client's home.



- A privately operated business.
- A worksite for inspection.
- A public or private event not being held in a Council facility.
- A vehicle not being operated or hired under the Council's auspice.

6. Method

While employees are delivering a service in any non-Council controlled environment, during that time this environment will be considered the employee's workplace. It also recognises that the ultimate responsibility for the provision of a smoke free workplace, where that workplace is a non-Council controlled environment, lies with the individual or organization in control of the environment.

- Prior to the commencement of Off-Site services, the individual or organization in control of the non-Council site will be mailed a letter or telephoned, raising the need to discuss smoking, as well as any other pertinent OH&S issues.
- During procedures conducted upon commencement of on-going Off-Site services, the relevant individuals or organisations should be asked about their smoking habits, and the smoking habits of other people who may be in the immediate vicinity during any visits.
- If an individual that utilises the off-site workplace identifies themselves as a regular, casual or social smoker, the employee will inform that individual of the Council's policy and its rationale. (see Attachment B - Client Information)
- Discussion will then take place to gain agreement between the identified smokers and the employee that they refrain from:
 - Smoking in the place of residence while the employee is present,
 - Smoking in the off-site workplace for a minimum of sixty (60) minutes prior to the employee visiting.
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- Individuals may be offered referral to a Clean Air Resource Worker, Quit Counsellor, Quitline and/or Quit literature during initial discussions with a Council employee. From time to time the employee may re-iterate this offer to the individual during the course of visits.
- Employees will refrain from smoking in the public's presence at all times, as per the Smoke Free Workplace procedure.

7. Related Documents

1. Section 3.14, *Health Monitoring*
2. Section 4.19, *Smoke Free Workplace*
3. Section 3.07, *Accident/Incident Reporting and Investigation*



8. Attachments

1. Compromises.
2. Client Information.



Compromises

The Procedure recognises that the ultimate responsibility for the provision of a smoke free workplace, where that workplace is a non-Council controlled environment, lies with the individual or organization in control of the environment. Any individual or organization that refuses to comply with the accompanying procedures will not necessarily be refused service. When an agreement cannot be reached discussion should continue until a satisfactory compromise can be reached by both parties.

Compromises may include:

- The relevant individuals agree to smoke **outside**, for a minimum of one hour prior to the scheduled visit time
- The consultation will occur in the open air (where appropriate, weather permitting)
- The relevant individuals agree to only smoke in a room as far away as possible from where the consultation will take place for a minimum of one hour prior to the scheduled visit time, and shut the door to that room when the staff member arrives
- The relevant individual agrees to keep the room well ventilated while the staff member is present but does not smoke while the consultation occurs.

Arrangements made between the employee and any individual or organisation outside the scope of these options are not authorised and any risk (e.g. both client and employee smoke during the consultation) to the health of the worker who enters into such an agreement is born by the employee, not the organisation.

Employees will not smoke while they are “on duty” except during designated work breaks – see Smoke Free Workplace policy – Section 4.19.



Attachment 2

Client Information

Client Information

“Health and Safety policies and procedures are part of a framework for effective health and safety management¹.” They state “management’s intention to provide a safe and healthy workplace”².

The Greater Shepparton City Council has adopted the Smoke Free Off-Site Workplace Policy & Procedure as a means of managing the risks their employees may be exposed to while delivering a service in your place of residence.

Conclusive evidence now exists that passive smoking, the inhalation of other people’s tobacco smoke by a non-smoker, can be harmful to health. The Greater Shepparton City Council has adopted this policy to protect its employees from exposure to other people’s tobacco smoke.

This policy recognises that while our employees are in an environment which you control, it is still considered the employee’s workplace.

While the Council recognise that it is your right to choose to smoke or not smoke on your own premises, we hope you will choose not to smoke when being visited by our employees. You will not necessarily be refused a service if you smoke in our employee’s workplace, however we would ask you to assist us by working with our employee to reach a mutually agreeable compromise, so that our employee can provide services to you in a safe and healthy environment.

¹ Victorian Workcover Authority, *Getting Started with Workplace Health and Safety*, June 2001

² Victorian Workcover Authority, *Getting Started with Workplace Health and Safety*, June 2001

