

Policy A.18

Smoke Free Workplace



PURPOSE

To facilitate a smoke-free workplace for all employees, and ensure compliance with *the Tobacco Products Control Act 2006*, and associated legislation that prevents smoking in enclosed public places and workplaces, as well as protecting all employees from passive smoke.

OBJECTIVE

The Shire of Boyup Brook will;

- Clearly state where smoking is not permitted on workplace grounds.
- Provide information and practical cessation support for workers who contemplate quitting.
- Promote awareness of key health issues and the benefits of quitting smoking.
- Encourage workers to provide input into health and wellbeing activities.

SCOPE

This policy applies to all workers, contractors and visitors who are performing work for or with the Shire in any capacity.

POLICY STATEMENT

The Shire recognises that the choice to smoke is an individual's choice, however is committed to ensuring that people are not exposed to the hazards of environmental tobacco smoke in its workplace, which includes all buildings and vehicles.

Smoking is therefore not permitted within 5 metres of any entrance of any workplace, owned by the Shire, and is restricted to designated outdoor areas.

Smoking is only permitted during designated breaks and scheduled rest periods. Smoking is prohibited in all vehicles owned or leased by the Shire.

Signage will be erected and maintained at all sites and building entrances and in vehicles owned or leased to identify areas where smoking is and is not permitted.

Employees are not permitted to smoke when they are acting in an official capacity/or working off-site.

Workers should encourage and support colleagues who smoke to participate in a range of initiatives that are available to assist with the cessation of smoking, these include:

- various education tools and self-help materials;
- information resources, such as posters and flyers will be distributed that assist reduce cigarette consumption;
- distribution of quit kits to employees who wish to quit smoking.

POLICY NO.	A.18
POLICY SUBJECT	Smoke Free Workplace
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LAST REVIEW DATE	18 June 2020