



POLICY DOCUMENT

12.16.32

Policy Name	WHS SMOKE FREE POLICY
Policy No	12.16.32
Reviewed By	Lynne Jolley Manager Corporate Governance
CEO Authorisation	Stephen Rufus CEO
Review Details	Date Reviewed: 08 January 2018 Date Endorsed by the Health & Safety Committee: 01 March 2018 Next Review Date: 01 March 2023

1. PURPOSE

Under the Work Health and Safety Act 2012, the City of Port Lincoln has a legal commitment to ensure, so far as is reasonably practical, that their workers are safe from injury and risks to health while at work. Council aims to minimise the exposure of employees, council members, contractors, volunteers, visitors and customers to the hazards of tobacco smoke.

2. SCOPE

This policy applies to all employees, council members, contractors, volunteers, visitors and customers.

3. DEFINITIONS

Smoke	Means smoke, hold, or otherwise have control over, an ignited tobacco product, an E-cigarette or similar electronic device.
Workplace	A workplace is a place of work where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

4. POLICY

Under the Tobacco Products Regulation Act 1997, smoking is banned in all enclosed public places, workplaces and shared areas.

Smoking is not permitted at any Council workplace, worksite or function or in or on any Council building, plant or vehicle, whether Council owned, hired, leased or borrowed. No person is permitted to smoke within ten metres of a Council building entrance door, ventilation point (eg: windows and air conditioning intakes), or hazardous substances and equipment.

All Council employees have a responsibility to ensure that contractors, volunteers, visitors and members of the public are appropriately informed of the purpose and requirements of this policy.

Workers are not permitted to smoke whilst being paid to work, even if they are working in an open outdoor area. If workers choose to smoke they must do this in their own time (eg: lunch break).

All advertisements for employment will state that Council is a "Smoke-free Workplace".

Potential new employees will be advised of the requirements of this policy during employment interviews; and it will be included as part of any council workplace, building, employee, council member, volunteer, contractor or work experience induction process.

Workers wishing to stop smoking are encouraged to call Quit line on 137 848 for information and support, or internet and online chat support resources such as www.cancersa.org.au/quitline, or the Australian Government website www.quitnow.gov.au.

5. SIGNAGE

Appropriate signage is to be displayed at entrances to workplaces and worksites (this may vary depending on building management arrangements) to advise all visitors that smoking is prohibited. Any person who refuses to comply should be courteously asked to leave the premises. If they still fail to comply, where available a member of the Senior Management Team should be contacted.

6. REVIEW

This Policy shall be reviewed by the City of Port Lincoln Health and Safety Committee every 5 years from last “date adopted” or on significant change to legislation or aspects included within this Policy.

7. RELEVANT DELEGATED POWER AND DUTIES

Any actions or decisions made regarding this Policy will be enacted upon as per Council’s current Delegations Register.

8. REFERENCES

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

Tobacco Products Regulation Act 1997

Smoke-free workplaces: A guide for workplaces in South Australia (SA Health)