

KATHERINE TOWN COUNCIL

SMOKE FREE WORKPLACE POLICY



TITLE: SMOKE FREE WORKPLACE POLICY
ADOPTED BY: COUNCIL
RESPONSIBILITY: CHIEF EXECUTIVE OFFICER
NEXT REVIEW DATE: 01/03/2019

Version	Decision Number	Adoption Date	History
1		28/02/2017	
2			
3			
4			

1. SMOKE FREE WORKPLACE POLICY

The Smoke Free Workplace Policy (Policy) relates to Katherine Town Council (Council).

Council is committed to providing workers with a healthy and safe working environment. To minimize the risks associated with smoking and exposure to passive smoking in the workplace, Council has adopted a Smoke Free Workplace Policy.

2. COMMENCEMENT OF POLICY

The Policy will commence from 28/02/2017; it replaces all other policies, if any, relating to Smoke Free Workplace (whether written or not).

3. SCOPE

This policy relates to:

- All Council workers and any person who is engaged by, or performing work at the direction of Council, including contractors, sub-contractors, volunteers, work experience, consultants, agents and temporary staff.
- All Council workplaces, including vehicles, plant, machinery, amenities, buildings, facilities, etc.
- Includes elected members.

4. PURPOSE

Council recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco; therefore it shall be the policy of Council to provide a smoke free environment for all employees and visitors. This policy covers the smoking of any tobacco product, including electronic (E) cigarettes, and the use of oral tobacco products or spit-tobacco, and it applies to both employees and visitors of Council.

5. POLICY STATEMENT

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove, or at least reduce, risks to the health, safety and welfare of workers, contractors, visitors, and anyone else that may be affected by our business activities.

- 5.1 Smoking is prohibited in any Council buildings, vehicles and all outdoor areas other than those designated and sign posted as smoking areas.
- 5.2 The designated smoking area will be located at least 20 feet from the main entrance. All materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.
- 5.3 There will be no use of any form of tobacco in Council vehicles at any time.
- 5.4 There will be no tobacco use in personal vehicles when transporting workers or others on authorized Council business.

6. APPLYING THIS POLICY

- 6.1 Employees will be informed of this policy through signs posted around Council facilities and vehicles, the policy manual, staff meetings, and/or the safety induction and training provided by their supervisors.
- 6.2 Visitors will be informed of this policy through signs, and it will be explained by their hosts.
- 6.3 Council will assist employees who want to quit tobacco by helping them access recommended cessation programs and materials, please see your Line Manager for support. Council will not bear the cost of any quitting aids.
- 6.4 Any violations of this policy will be handled through the standard disciplinary procedure.
- 6.5 We encourage and support suggestions to create a safe working environment as a result of all possible preventative measures being taken.

7. REVIEWING THIS POLICY

Management will review this policy annually, in consultation with workers:

- to assess the effectiveness of the policy;
- by reviewing our overall health and safety performance; and,
- by monitoring the effectiveness of policies and procedures.

8. COMMUNICATING THIS POLICY

This policy (and related procedures) shall be displayed in our workplace/s.

All workers, contractors and others affected by our business or undertakings will be provided with access to this policy through their manager/supervisor.

New workers will be provided with a copy as part of their induction.

9. Acknowledgement

I acknowledge:

- *receiving the Policy;*
- *that I will comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name:

Signed:

Date:
