

3.3 SMOKE FREE WORKPLACE POLICY

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Review Timeframe	4 years		
Last Review Date		Next Scheduled Review Date	April, 2016
Policy Responsibility	Administration		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number

INTRODUCTION

- Environmental tobacco smoke (breathing other people's tobacco smoke), commonly known as *passive smoking* or *Second Hand Smoke (SHS)*, is harmful to our health and increases our risk of cancers and disease. It can trigger asthma attacks and headaches.
- Northern Territory employers have a duty of care to the health and safety of their employees and of others who may be affected by acts in the workplace.
- Employees also have a duty of care to act safely and maintain a safe environment.
- The Shire Council has a responsibility to ensure a smoke free environment at community venues and functions where the community may gather or attend at organised events.
- This Policy is not an anti-smoking campaign, but rather it informs where and when smoking may occur within this organisation and the greater community.

Coomalie Community Government Council aims to achieve smoke free workplaces and Council controlled Community Areas to protect all workers, clients, visitors from the effects of environmental tobacco smoke.

- Protect the health of all employees, clients, visitors, and members of the community.
- Create community awareness to the dangers of Second Hand Smoke (SHS).
- De-normalise smoking in the workplace and the community
- Reduce the number of smoking breaks that staff take at work.

POLICY STATEMENT

(A) Workplace

1. Smoking will be banned in all indoor workplace areas including vehicles and all outdoor areas other than those areas designated as smoking areas under this policy

Smoking will be allowed in the following designated outdoor areas only:

- Area one is located towards the front, left corner of the Council Office fenced boundary and is clearly marked.
 - Area two is located at the back of the Council Office fenced boundary opposite the outdoor works crew meeting area and is clearly marked.
2. This policy applies to all staff, visitors and clients while on the premises Coomalie Community Government Council.
 3. The responsibility for enforcing the policy rests with the CEO, managers and supervisors of Coomalie Community Government Council and their nominated parties.

(B) Council Controlled Community Areas

1. Smoking will be banned in outdoor areas under the control of the Shire Council other than those areas designated as smoking areas under this Policy

Non smoking, Council controlled areas are listed below:

- Bruce Jones Community Centre
- Batchelor Swimming Pool
- Batchelor and Adelaide River Ovals and Surrounds
- Rum Jungle Bowls Club
- Adelaide River Gym
- Batchelor and Adelaide River public toilets

(a) Assistance to staff that smoke

Professional help, including QUIT smoking advice and information, is available for staff that may require assistance to adapt to the policy.
For further information contact the QUIT line on 137 848

(b) Disciplinary procedures

Staff adherence to the Smoke Free Policy is a condition of employment. Breaches of this policy will lead to disciplinary procedures being applied. Employees who fail to comply with this policy may be liable to a fine under the *Workplace Health and Safety Act 2007* and the *Tobacco Control Act 2002*. Community members are encouraged to comply with the Smoke Free Policy at community venues to ensure that the general community is not subjected to SHS when attending at these venues. Community members who fail to comply with this policy may be liable to a fine under the *Tobacco Control Act 2002*.

(c) Review of the Smoke Free Policy

This policy will be reviewed in April 2016.
Staff members wishing to discuss any aspect of this policy are invited to contact:

Chief Executive Officer
Senior Administration Officer

To access further information with regard to developing a Smoke Free Policy, please visit www.smokefree.nt.gov.au