

SMOKE-FREE WORKPLACE AND ENVIRONMENT

WHS03

Policy Title:	Smoke-free Workplace and Environment		
Policy Type:	Work, Health and Safety Policy		
Policy Owner:	Chief Executive Officer		
Policy Custodian:	Chief Operations Officer		
Responsible Officer:	Health, Safety and Risk Officer		
Document ID:	24948	Version:	3.0
Approval Date:	23/05/2024	Next Review Date:	23/05/2027

Purpose

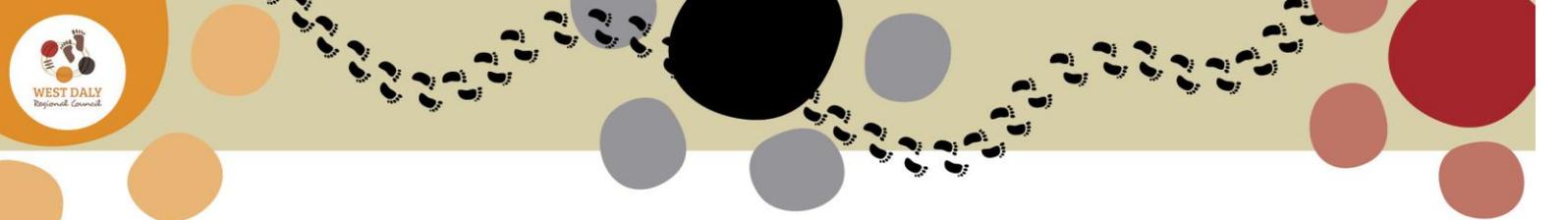
West Daly Regional Council ('Council') is committed to promoting a healthy workplace and a safe environment that benefits the well-being of all employees, clients, contractors, and visitors. Recognising the harmful impacts of smoking and passive smoking, the Council has established a comprehensive policy to ban smoking in all Council areas to safeguard public health, improve the local environment, and align with national health standards.

Scope

The Smoke-Free Workplace and Environment Policy ('Policy') applies comprehensively to all Council-owned, leased, or managed properties, facilities, vehicles, and outdoor areas. The policy strictly prohibits smoking within all Council buildings and ten meters of Council premises.

Policy Statement

- 1. Responsibilities**
 - 1.1. All employees are responsible for adhering to and enforcing this policy. Supervisors are responsible for ensuring that their team members understand and comply with the policy.
- 2. Compliance**
 - 2.1. Any employee found to be in violation of this policy will be subject to disciplinary action, which may include verbal or written warnings, suspension, or termination of employment. Visitors and clients who violate this policy will be asked to leave the premises.
- 3. Smoke Break**
 - 3.1. The council is under no obligation to provide smoking breaks during work hours for staff members.



4. Smoking Discouragement and Environmental Protection

4.1. Council discourages any smoking (including electronic smoking device) to safeguard the health of workers and others by reducing their exposure to passive smoking while on duty, and to minimise the environmental impact caused by discarded cigarette butts.

5. Non-Smoking Area Signage

5.1. In accordance with the Northern Territory *Tobacco Control Act 2002* ('Act'), all Council-managed parks and sporting facilities must be signposted with appropriate signage as specified by the Act to indicate that these areas are non-smoking zones.

6. Support for Smokers

6.1. Employees who recognise that they have a smoking problem, or that they are at risk of developing one. are encouraged to access support through:

- a) Employee Assistance Program provided - EASA: www.easa.org.au
- b) NT Quitline:13 78 48
- c) iCanQuit Website: www.icanquit.com.au
- d) My Quit Buddy App: www.health.gov.au/resources/apps-and-tools/my-quitbuddy-app
- e) GP Appointment Booking

References

Workplace Health and Safety Act 2007
 Tobacco Control Act 2002
 Local Government Industry Award

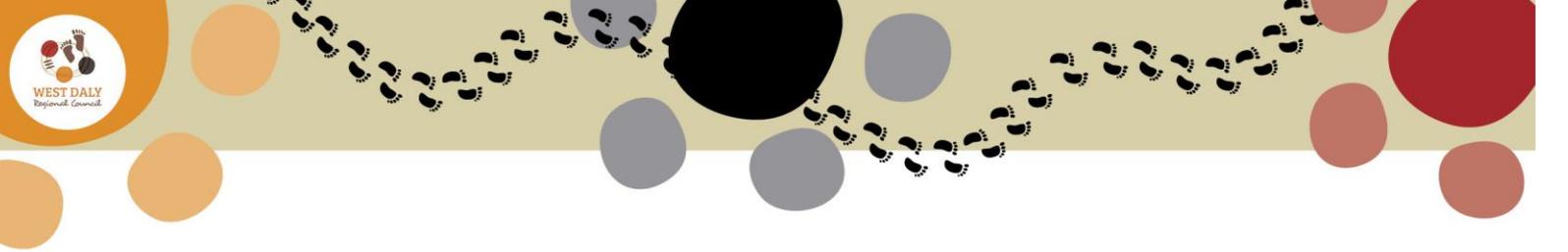
Definition

In the context of this policy, the following definitions apply:

Term	Definition
Smoking	Smoking is the act of inhaling, exhaling, burning or carrying any lit or heated cigar, cigarette, or pipe, or any other lit or heated tobacco or plant product intended for inhalation, whether natural or synthetic, including hookahs and marijuana
Electronic Smoking Device	An Electronic Smoking Device refers to any such device that simulates smoking through inhalation of vapour or aerosol from any electronic smoking device, which includes e-cigarettes, e-pipes, and vape pens

Version Control

Version No.	Approval Date	Policy No.	Policy Name	Minutes ref./resolution no.
2.0	30/01/2019	HR20	Smoke Free Workplace and Environment	013/2019
3.0	23/05/2024	WHS03	Smoke Free Workplace and Environment	OCM-2024/47 ID: 24948



Endorsement	
Signature:	
Date:	23/05/2024
Name and Position:	Mark Blackburn, A/Chief Executive Officer