

SMOKING IN THE WORKPLACE

Policy

Bunbury Harvey Regional Council (BHRC) is committed to providing a healthy working environment and demonstrating compliance to the *Occupational Safety and Health Act 1984*, to provide a safe working environment.

To minimise the risks associated with smoking and exposure to passive smoking in the workplace this policy works towards an environment that is free of all harmful effects of Environmental Tobacco Smoke (ETS) for all BHRC employees, contractors and visitors.

Objectives

The primary objective of this policy is to control workers exposure to ETS.

This policy to eliminate ETS from the workplace does not involve discrimination against or stigmatisation of workers on the basis of their dependency on tobacco. Nor should stigmatisation of workers involved in the implementation of a smoke-free workplace be tolerated.

Policy Detail

BHRC employees, contractors and visitors are prohibited from smoking in all council buildings and enclosed work areas. Such areas include but are not limited to:

- Foyers, stairways and passageways
- Lunchrooms, kitchens and common rooms.
- Toilets
- Meetings rooms
- Administration Buildings including Gatehouses
- Transfer Stations
- Trash and Treasure Shop
- Any enclosed building (i.e. sea container)

Smoking is only permitted in a designated smoking area.

In accordance with an employer's duty of care, outdoor designated smoking areas have been equipped to ensure the health and safety of users (i.e. Free of slips, trips and fall hazards etc.). Smoking is not permitted in outdoor areas where drift to the workplace can occur such as near doorways or ventilation systems.

Smoking is strictly prohibited in all council vehicles and machinery whether or not the vehicle or machine is enclosed. Supervisors in each work area are responsible for the monitoring of smoking and ensuring compliance with this policy.

'No Smoking' signs will be strategically placed at entrances and throughout the workplace and where a high ignition risk has been identified to alert employees, contractors and visitors entering the workplace to the Company Policy.

Ethic and Integrity

All BHRC employees shall observe the highest standards of ethics and integrity in undertaking activities and act in an honest and professional manner that supports the standing of the BHRC in compliance with the Council's Code of Conduct.

Statutory Compliance

LEGISLATION AND OTHER REFERENCES:

- *Local Government Act 1995*
- *Local Government Act (Functions and General) Regulations 1996*
- Guidance Note On The Elimination Of Environmental Tobacco Smoke In The Workplace [Nohsc:3019(2003)]

Further Information:

QUIT WA Department of Health
189 Royal St EAST PERTH WA 6004
PO Box 8172 Perth Business Centre PERTH WA 6849
Phone: (08) 9222 2096 Fax: (08) 9222 2088
<http://www.quitwa.com>

Cancer Foundation of Western Australia
46 Ventnor Avenue WEST PERTH WA 6005
Phone: (08) 9212 4333
Fax: (08) 9212 4334
<http://www.cancerwa.asn.au>

Western Australian Health Department
189 Royal Street EAST PERTH WA 6004
Phone: (08) 9222 4222
Fax: (08) 9222 4046
<http://www.health.wa.gov.au>

WorkSafe Western Australia
5th Floor
1260 Hay Street WEST PERTH WA 6005
Phone: (08) 9327 8777
Fax: (08) 9321 8973
<http://www.safetyline.wa.gov.au>

National Heart Foundation (Western Australian Division)
334 Rokeby Rd SUBIACO WA 6008
Phone: (08) 9388 3343
Fax: (08) 9388 3383

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