

<b>Policy No:</b>	<b>135</b>
<b>Policy Title:</b>	<b>Smoke Free Environment Policy</b>
<b>Section Responsible:</b>	<b>Corporate &amp; Community Services (Human Resources)</b>
<b>Minute No:</b>	<b>2554</b>
<b>Review Date:</b>	<b>30th June, 2012</b>

### **Purpose**

The purpose of this policy is to protect the health of Council employees, contractors and visitors by eliminating exposure to environmental tobacco smoke in and around all Greater Hume Shire Council buildings, facilities and vehicles.

### **Objectives**

The objectives of this policy are:

- Specify places where smoking is not permitted in the workplace
- Outline the responsibilities of staff including managers
- Provide programs and assistance for staff wishing to quit smoking
- Promote smoke free workplace policy in recruitment and training for new employees
- Authorise placement of "No Smoking" signs

This policy applies to all employees, contractors and visitors to Greater Hume Shire Council buildings and facilities.

### **Background to Policy**

Smoking is known to be a contributory factor in many serious and fatal illnesses such as cancer. However, exposure to smoke (passive smoking) can be equally dangerous to non-smokers, who breathe in other people's smoke (Environmental Tobacco Smoke). Passive smoking can affect smokers and non-smokers.

## **Smoke Free Environment Policy**

Environmental Tobacco Smoke (ETS) is a combination of exhaled mainstream smoke (smoke breathed out by the smoker) and sidestream smoke (smoke that drifts from the burning end of a cigarette). Environmental Tobacco Smoke is made up of over 4,000 chemicals and more than 60 of these are known to cause cancer in humans. Research indicates that there is no safe level of exposure to ETS and prolonged exposure is known to increase the risks of lung cancer and heart disease, as well as the incidence of sore throats, nasal symptoms, asthma attacks and other chest illnesses.

The dangers of passive smoking in the workplace have resulted in litigation, where employers have been held responsible for illnesses caused by passive smoking. (Source: NSW Department of Health Fact Sheets at [www.health.nsw.gov.au](http://www.health.nsw.gov.au))

### **Policy Statement**

Greater Hume Shire Council has a legal obligation to provide a safe and healthy workplace under legislation such as Occupational Health & Safety Act 2000. A workplace can constitute both indoor and outdoor places, including Council motor vehicles.

### **Areas affected by policy**

A smoke free environment must be maintained in all Council buildings, including Council Offices, including Council Chambers and Depots, Libraries, Community Centres, Community Halls, all Council Vehicles, storage areas, rest rooms and toilets, workshops and lunch rooms.

To prevent drift of smoke into smoke free environments, no smoking will be permitted within 5 metres of Council premises. There should be no smoking in thoroughfares or access paths eg no person should have to inhale smoke walking in or out of a building or on paths between Council buildings. Every care should be taken to prevent the drift of smoke into workplaces.

### **Programs to assist in quitting smoking**

Greater Hume Shire Council will provide assistance to any member of staff who wish to stop smoking by paying costs of an accredited stop smoking program.

Consideration may be given to providing paid leave to attend an approved course during working hours.

### **Approved Smoking Areas**

Smoking is not permitted within 5 metres of Council premises.

No smoking signs may be erected near entry to buildings

Where possible, staff should not smoke in outdoor areas which are visible to the public.

## Smoke Free Environment Policy

### Recruitment

Greater Hume Shire Council will advertise in all recruitment material, including Council's website, of its smoke free workplace policy.

All new employees will be informed of the smoke free workplace policy at commencement of employment and at induction training for new staff.

### Responsibilities

All staff are responsible for ensuring that Greater Hume Shire Council maintains a smoke free environment by complying with the provisions of this policy and reporting any incidents, which breach this policy.

Staff who fail to consider the safety of others at work by not complying with the non smoking policy may be personally liable to a fine of up to \$3,300 under Section 20 of the Occupational Health and Safety Act 2000.

In particular, managers, overseers and team leaders are responsible for ensuring that all employees under their control fully understand the requirements and provisions of the policy.

Council's Human Resources section is responsible for ensuring that this policy is included in induction training for new staff.

### Environmental Waste Reduction

Staff are responsible for ensuring that any wastes such as cigarette butts are properly disposed.

Staff are reminded that cigarette butts take five years to break down and make up more than 50% of litter items in NSW, therefore used butts must be properly disposed. Inappropriate disposal can incur fines of up to \$200.

### Right to vary or revoke

Greater Hume Shire Council reserves the right to vary or revoke this policy at any time in consultation with relevant parties.

#### POLICY DOCUMENT CONTROL

GHS Smoke Free Environment Policy	First adopted	15Dec2010 Min2554
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