

	<h1 style="text-align: center;">SMOKING IN THE WORKPLACE PROCEDURE</h1>	Version No	4.0
		Issued	8 th August 2013
		Next Review	August 2016
		GDS	12.63.1.1

1. OVERVIEW

The Flinders Ranges Council, as part of its commitment to a healthier, safety workplace recognises its obligation to ensure that the health and safety of workers or other persons at the workplace, are identified, assessed and controlled.

Council accepts that tobacco smoking, particularly the smoking of cigarettes is detrimental to health.

This procedure aims to:

- Demonstrate compliance with legislative requirements
- Achieve the highest levels of workplace health and safety performance by:
 - Providing managers and workers with the information, instruction and training to enable them to manage smoking in the workplace effectively;
 - Having systems in place to facilitate the monitoring and evaluation of the effectiveness of those controls.

The Flinders Ranges Council is committed to a consistent approach to smoking in the workplace that includes cooperation and consultation between management, workers, contractors, visitors and others in the workplace.

SIGNED:

Chief Executive Officer

Date: 8 / 8 / 2013

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Chairperson, WHS Committee

Date: 8 / 8 / 2013

2. CORE COMPONENTS

Council accepts that:

- there is a significant association between involuntary smoking and an increased risk of lung cancer, respiratory, and heart disease;
- tobacco smoke can aggravate the symptoms of those who are affected by existing heart and chronic lung diseases and asthma;
- tobacco smoke can be irritating, offensive and can cause physical discomfort to non-smokers including eye irritation, nasal irritation, headaches and coughing;
- smoking is prohibited by law in certain places such as:
 - a) where fire or explosion is a risk;
 - b) food handling and preparation areas;
 - c) where there are occupational safety risks, and
 - d) pubs / clubs/ restaurants.
 - e) playgrounds and covered public transport waiting areas.
- tobacco smoke is now regarded as a major pollutant of the indoor air environment;
- typical indoor ventilation, including mechanical ventilation and air-conditioners, is inadequate to totally remove tobacco pollutants;
- it has a responsibility under the WHS Act 2012 to '*ensure, so far as is reasonably practicable, the health and safety of workers*'. Council may be found liable under Common Law and the Workers Compensation Act if it fails to provide a safe and healthy environment for its staff.

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3. AIM

This procedure is provide and maintain a safe working environment for all workers that is smoke free.

4. PROCEDURE

All officers and departments are to implement the following standards with regard to special instances where smoking restrictions are determined:

Areas where smoking by workers, visitors, contractors, volunteers is prohibited – 10 metres within any entrance or exit, and within fences:

- 4.1 Internal and external areas in which smoking is prohibited by health and safety legislation or where there are clear safety considerations (eg whilst using or handling flammable or toxic substances or in areas adjacent to the former of where such substances are stored):
 - refuelling points
 - battery charging areas etc.
- 4.2 **Council Office - Council Space**
This includes the Council Chambers, all offices, passages, reception open work areas, hallways, staff room/kitchen, copier rooms, storage and records rooms, Committees or meeting rooms, switchboard/reception/public area, computer room and toilets.
- 4.3 **Works Depots**
This includes staff amenities building including lunchroom, toilets and offices, depot buildings including workshop, storerooms, and depot yard.
- 4.4 **Council Vehicles**
This includes all vehicles, plant and machinery. All Council vehicles to which this requirement applies shall have affixed in a conspicuous place within the interior of the vehicle, signs or other indication that no smoking is to occur within these vehicles. A 10 metre prohibition area surrounding vehicles applies.
- 4.5 **Confined Spaces**
Pits, tanks, etc.
- 4.6 **Flinders Ranges Visitors Information Centre**
All indoor areas.
- 4.7 **Town Hall Buildings**
Includes offices, gallery, meeting room, recreation, kitchen, and toilets.
- 4.8 **Swimming Pools**
Includes indoor buildings, plant room and outdoor areas frequented by patrons of the swimming pools.

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5. RESPONSIBILITIES

5.1 Managers & Supervisors

Managers & Supervisors are accountable for ensuring that:

- 5.1.1 This Procedure is observed.
- 5.1.2 Job applicants are informed at interview of Council policies and procedures. The smoking status of job applicants for promotional positions is not, however, to be used as a criterion in the selection process.
- 5.1.3 Workers are adequately informed about this Procedure.
- 5.1.4 Council Procedure is discreetly displayed and well publicised for the benefit, not only of staff but for visitors and service users (advice on obtaining relevant posters, stickers etc may be sought from the Work Health & Safety Committee).
- 5.1.5 All ashtrays should be removed from all non smoking areas and that receptacles for disposal of smoking material are provided at entrances to these areas.
- 5.1.6 That grievances are dealt with in confidence by Management and that the Work Health & Safety Committee is informed about any such grievance and its resolution.
- 5.1.7 All advertisements for employment will state that Council is a 'Smoke-Free Workplace'.
- 5.1.8 Potential workers will be further advised of the Procedure during employment interviews, it will also be included in letters of appointment and again during any new worker's induction.

5.2 Workers

Workers are accountable for:

- 5.2.1 Complying with this Procedure.
- 5.2.2 Obeying all instructions issued to protect their own personal health and safety and the health and safety of others.
- 5.2.3 Co-operating with their WHS representative in having grievances of disputes resolved in a proper manner.
- 5.2.4 Smoking is only permitted during meal and 'smoko' breaks.

6. REHABILITATION

Paid leave, up to a total of eight hours on a once-only basis, will be allowed for counselling or quitting smoking related activities. Workers wishing to stop smoking are encouraged to call the **Quitline on 131 848**. Part of the service offered by **Quitline** includes a structured call line that operates 24 hours per day.

A program can be developed whereby the person wishing to stop smoking negotiates a suitable date and time with **Quitline** and receives regular and ongoing sympathetic support by phone and / or one-to-one counselling if required and available.

7. REFERENCES

Work Health & Safety Act & Regulations, 2012
Tobacco Products Regulation Act, 1997 (South Australia).
Tobacco Products Regulations, 2004 (South Australia).
Quit SA www.quitsa.org.au

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8. REVIEW

The Smoking in the Workplace Procedure shall be reviewed by the WHS Committee , in consultation with workers or their representatives, every three (3) years or more frequently if legislation or Council needs change. This may include a review of:

- 8.1 Legislative compliance issues
- 8.2 Changes in work performed
- 8.3 Other relevant information

9. REVIEW HISTORY

Version No:	Issue Date:	Description of Change:
1	May 2005	Adopted
2	August 2007	Reviewed
3	11 th August 2011	Reviewed
4	8 th August 2013	Reviewed following legislation change & formatted into One System format