

# Procedure: Smoke Free Workplaces

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## 1. Purpose

To ensure that workers are provided with information to improve their health and raise awareness on the health effects of smoking and to provide a safe work environment.

## 2. Actions Required

- Provide a healthy workplace
- Provide information on quit smoking programs.

## 3. Responsibility and Authority

### Managers, Team Leaders and Supervisors

- Encourage employees who smoke to participate in programs offered by GSCC to aid in quitting.
- Participate in the disciplinary process if and when required.

### Workers

Co-operate with a smoke free workplace requirements

### Contractors

Co-operate with a smoke free workplace requirements

## 4. Definitions

**ENCLOSED WORK SPACE** - Any structure which is enclosed on more than 2 sides and this will include roofs and walls

**GSCC** - Greater Shepparton City Council

**WORK PLACE** - is any

- Council vehicle or plant (owned or hired by council)
- Council controlled building
- Council controlled work site.

## 5. Procedure

Council recognises that tobacco dependency is a treatable condition and is committed to encouraging the health and well being of employees by promoting the "Quit Campaign". Quit literature will be made available throughout its various work locations

Quit Program Phone: **13 78 48**

Council will at any time assist smokers to quit by offering access to quit programs and advice. Employees wishing to do so are encouraged to contact OHS Branch to investigate and arrange possible options.

Workers choosing to smoke may only do so in designated smoking areas or allowable public areas and during designated break times

Smoking is not permitted in any vehicle or item of plant owned, leased, hired or otherwise controlled by GSCC

Employees will be supported in their request to have clients cease smoking during home visitation and service delivery

Workers are advised of the council's "no smoking policy" during their induction.

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### Contractors / Volunteers

All work sites controlled by contractors engaged in performing works for GSCC must be smoke free, unless an area is provided for smoking is in place.

This area shall not be in or near:

- exits or entrances
- flammable materials or substances
- eating areas
- non smoking employees areas
- plant or vehicles hired or leased by GSCC.

All persons are encouraged to properly dispose of cigarette butts and cigarette packets in an appropriate manner, ensuring that such disposal does not cause a risk of starting a fire or harm the environment.

### Breaches

Workers found to be in breach of this procedure may face disciplinary actions in accordance with:

- GSCC Disciplinary procedure
- Non-compliance notification.

## 6. References

- Council Smoke-Free Workplace Policy Statement
- Council Vehicle Use Policy Statement
- *Occupational Health and Safety Act 2004* Section 21(1) Provision of a safe working environment
- *Tobacco Act 1987*
- Work Safe Australia NOHSC: 3019 – 1994 Guidance Note on Passive Smoking in the Work Place

## 7. Related Procedures And Documents

- M09/2085: Council Smoke-Free Workplace Policy
- M09/5795: Discipline Procedure Section 2.27

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