

POLICY NO LG34 SMOKING POLICY

DEPARTMENT:	Human Resources
RESPONSIBLE OFFICER:	Manager Human Resources
LINK TO STRATEGIC PLAN:	Maintain workforce standards and procedures that ensure that the occupational health safety and welfare of employees, contractors and public is protected and enhanced.
STATUTORY AUTHORITY:	Work Health & Safety Act 2012 Public Health Act 1997
OBJECTIVE:	This policy applies to employees whilst at work and to members of the public who are visiting Break O'Day Council premises, the purpose is to ensure all Break O'Day Council areas offer a safe and healthy smoke free environment.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 19 May 2014 – Minute No. 05/14.15.6.147

POLICY

1. RESPONSIBILTIES

- The responsibility for ensuring that this policy and associated procedures are adhered to rests with all employees of Break O'Day Council, Break O'Day Council and Break O'Day Council's Management.
- The Human Resources Manager is responsible for these procedures on an operational / administrative basis.

2. INTRODUCTION

This policy is to advise of the Break O'Day Council's position on smoking.

3. SMOKING PROHIBITIONS

Smoking is not permitted

- In Break O'Day Council offices.
- In Break O'Day Council motor vehicles.
- In or whilst operating Break O'Day Council plant.
- While representing Break O'Day Council.
- Any work place enclosed or open including depots, tip site etc.
- Public buildings.
- An area within 3 metres of any window, entrance to or an exit from any non-domestic building.
- Any area in view of the general public during work hours.
- An area within 10 metres of any air intake for ventilation equipment.
- Any area within 5 meters of a hazardous area (see definitions)

Hazardous areas include, but are not limited to:

- Flammable liquid storage tanks (e.g. fuel cans)
- Small plant that has a fuel tank (e.g. brush cutters)
- Gas storage tanks
- Flammable liquid and gas dispensing equipment (e.g. fuel bowsers, LPG filling stations)
- Storage areas for flammable liquids
- Landfill gas (e.g. methane) sewerage treatment and sewage pumping plants

4. OTHER CONSIDERATIONS

Any staff wishing to smoke during working hours will be requested to make up the time taken.

Council will support staff who wish to be free of smoking habits by advocating participation through appropriate programs such as the “QUIT” Programme.

5. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council’s Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.

Any staff who do not comply with this policy will be subject to the Council’s Disciplinary Policy (LG19).