



Tiwi Islands Regional Council

Title: Smoke Free Workplace and Community Areas
Policy No: 016
Adopted By: Council
Next Review Date: October 2021
Responsibility: Manager Organisational Development HR / Culture
InfoXpert Document Number: 216661

Version	Decision Number	Adoption Date	History
1	Resolution 50 of 30-10-13	30 October 2013	Doc ID 151238
2	Resolution 13 of 25-07-18	25 July 2018	Doc ID 216661

Rationale

- Environmental tobacco smoke (breathing other people's tobacco smoke), commonly known as passive smoking or Second Hand Smoke (SHS), is harmful to our health and increases our risk of cancers and disease. It can trigger asthma attacks and headaches.
- Northern Territory employers have a duty of care to the health and safety of their employees and of others who may be affected by acts in the workplace.
- Employees also have a duty of care to act safely and maintain a safe environment.
- The Regional Council has a responsibility to ensure a smoke free environment at community venues and functions where the community may gather or attend at organised events.
- This Policy is not an anti-smoking campaign, but rather it informs where and when smoking may occur within this organisation and the greater community.

Aim

This policy aims to achieve a smoke free workplace to protect all workers, clients, contractors and visitors from the effects of environmental tobacco smoke. The aim is also to identify other areas under the control of the Council within the community to declare smoke free areas. The workplaces remain smoke free and Council controlled community areas will become smoke free by **30 October 2013**.

Objectives

- Protect the health of all employees, clients, visitors, and members of the community.
- Create community awareness to the dangers of Second Hand Smoke (SHS).
- De-normalise smoking in the workplace and the community

- Advise staff smoke breaks are not provided in working hours, staff may smoke only during their designated breaks.

Components of the policy

A) Workplace

1. Smoking will continue to be banned in all indoor workplace areas including vehicles and all outdoor workplace areas other than those areas designated as smoking areas under this policy. These include:
 - Inside all buildings
 - In verandas and breezeways near buildings
 - In enclosed workplaces
 - Any entrance area
 - Within 5 metres of any air conditioning inlet
 - Inside vehicles, plant and mobile equipment
 - Any area where cigarette smoke is likely to be inhaled as second hand smoke by employees or visitors.
 - Any area where flammable or explosive atmospheres may be present.
 - Within 10m of any explosives magazine or vehicle carrying explosives
 - Any area designated or sign posted as a 'Non Smoking Area'

Smoking will be allowed in the following designated outdoor areas only:

- Areas identified by signage as a designated smoking area
 - If staff are 'out bush' 5m down wind from other non –smoking staff
2. Employees will be given the opportunity to view the policy if requested and will be notified of any changes to the policy.
 3. The policy applies to all staff, visitors, contractors and clients while on the premises or work sites of Tiwi Islands Regional Council.
 4. The responsibility for enforcing the policy rests with managers and supervisors of Tiwi Islands Regional Council and their nominated parties.
 5. New employees will be advised of this policy as part of the induction process.

6. Tiwi Islands Regional Council is under no legal obligation to provide smoking breaks during work hours for staff members. This means staff may smoke only during their designated breaks.

B) Council Controlled Community Areas

As from **30 October 2013** smoking will be banned in outdoor areas under the control of the Regional Council other than those areas designated as smoking areas under this Policy.

Smoking will be allowed in the following designated outdoor areas only:

As there are currently no Council Controlled Community areas no designated outdoor areas are listed in this policy.

Assistance to staff that smoke

Professional help, including QUIT smoking advice and information, is available for staff that may require assistance to adapt to the policy. Contact the QUIT line on 137 848.

Support can also be sought from the local Health Clinic.

Disciplinary procedures

Staff adherence to the Smoke Free Policy is a condition of employment. Breaches of this policy will lead to disciplinary procedures being applied. Employees who fail to comply with this policy may be liable to a fine under the *Workplace Health and Safety Act 2007* and the *Tobacco Control Act 2002*.

Community members are encouraged to comply with the Smoke Free Policy at community venues to ensure that the general community is not subjected to SHS when attending at these venues. Community members who fail to comply with this policy may be liable to a fine under the *Tobacco Control Act 2002*.

Review of the Smoke Free Policy

This policy will be reviewed once during each Councils term of office (4 years).

Next policy review will be due in October 2017.

Staff members wishing to discuss any aspect of this policy are invited to contact: the Executive Human Resources Manager (EHRM), or any member of the TIRC Workplace Health & Safety Committee.

To access further information with regard to Smoke Free Policy, please visit www.smokefree.nt.gov.au

Refer to NT *Work Health and Safety (National Uniform Legislation) Act 2011*.