

POLICY NUMBER: 0035

DEPARTMENT: Chief Executive Office

EFFECTIVE DATE: 10.09.2014

UNIT: Governance

1.0 Purpose and Scope

The purpose of this policy is to ensure that Central Highlands Regional Council maintains a smoke free working environment.

This policy applies to all employees of the Central Highlands Regional Council and visitors including, contractors, volunteers, work experience students, trainees and clients.

2.0 Reference

Tobacco and Other Smoking Products Act 1998.
Tobacco and Other Smoking Products Regulation 2010.

3.0 Definitions

Passive Smoking means the inhalation by any person of air contaminated by tobacco smoke.

4.0 Policy Statement

4.1 Introduction

Central Highlands Regional Council recognizes the negative impact of smoking on the health of the individual and the rights of people to be protected from the dangers of passive smoking.

It is acknowledged that the individual has the right to choose whether or not to smoke, providing this does not constitute a risk to others or contravene safety provisions or reduce the employee's productivity.

4.2 Roles and Responsibilities

It is all employees' responsibility not to smoke in the work environment (including vehicles) and to report breaches of the policy to the relevant supervisor in accordance with Council's corporate structure.

4.3 Designated Non Smoking Areas

Central Highlands Regional Council is committed to providing a safe and healthy work environment for all employees, clients and contractors. Smoking is therefore prohibited in all buildings, office areas, enclosed work areas and plant, machinery and vehicles, where are designated non-smoking areas.

Designated non-smoking areas include:

- Office, conference and training areas
- Lunch rooms, recreation areas and crib rooms
- Administration and library buildings
- Community and entertainment centres
- Rural transaction centres
- Workshop and store complexes

- Storage facilities
- Basement areas
- Enclosed car parks
- All confined spaces including:
 - Stairwells
 - Fire escapes
 - Lifts
 - Toilets
- All Central Highlands Regional Council plant, machinery and vehicles (including Council vehicles utilised for private use)
- Not within four metres of any entry door or air intake system.

4.4 Signage

'No Smoking' signs will be displayed to show that smoking is prohibited in buildings and vehicles. Employees, visitors, clients and contractors must not be put in a position where they may be exposed to the effects of passive smoking.

4.5 Quit Smoking Program

Council is prepared to offer an appropriate employer funded 'quit smoking' program to employees indicating an interest in such a program. This will include an amount of up to \$150 reimbursement on presentation of appropriate documents detailing that the individual is undergoing treatment to quit smoking (appropriate documentation includes – medical certificate and prescription details). This is to be arranged in liaison with Council's WHS Section.

In offering this service it is Central Highlands Regional Council's ultimate aim to have a completely smoke free work environment.

OR

Workplace Quit Smoking Program

As part of the Department of Health's Queensland Workplaces for Wellness initiative, Central Highlands Regional Council has confirmed its participation under the National Partnership Agreement on Preventative Health – Healthy Worker Initiative.

The *Workplace Quit Smoking Program* is an evidence-based program involving the combination of smoking cessation behavioural counseling with pharmacotherapy across 16 weeks. The program is delivered by the Queensland Quitline 13 QUIT, a confidential telephone counseling service.

The *Workplace Quit Smoking Program* is available to Central Highlands Regional Council workers and contractors who smoke; and the partners, spouses and immediate family members that reside in the same household as a Queensland based Central Highlands Regional Council worker who is registered and participating in the program.

4.6 Smoke Breaks/Corporate Image

Employees are encouraged to limit smoking to the designated lunch and morning/afternoon tea breaks and to be mindful of their obligation to promote a positive corporate image for Council during business hours and whilst in corporate and workplace uniform. Any smoking during work time must not reduce the employee's productivity or safety.

4.7 Consequences of Breach of Policy

Any employee failing to comply with the requirements of this policy may be subject to disciplinary action in accordance with Central Highlands Regional Council disciplinary procedures.

5.0 Policy Review

This policy is nominated to be reviewed on: 10/09/2015

All policies will be reviewed at least two yearly or when any of the following evaluations occur:

*Relevant legislation, regulations, standards and policies are amended or replaced; and
Other circumstances as determined from time to time by the Chief Executive Officer or through a resolution of Council.*