

 Central Highlands Regional Council	CENTRAL HIGHLANDS REGIONAL COUNCIL POLICY	
	No Smoking	POLICY REF NO CHRCP: 0027

1.0 Policy Purpose

- 1.1. This policy supports Council’s smoke free working environment. It applies to all Council employees including contractors, volunteers, work experience students and trainees.

2.0 Policy Statement

- 2.1. Council recognises 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. Council is committed to providing a safe and healthy work environment for all employees, contractors, visitors and clients.
- 2.2. 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.
- 2.3. This policy also defines electronic cigarettes as smoking products. Electronic cigarettes are also known as e-cigarettes, e-cigars, vape pens or personal vapourisers.

Under the *Tobacco and Other Smoking Products Act 1998* (the Act), electronic cigarettes (regardless of whether they contain nicotine or not) and related products are smoking products and subject to the Queensland smoking laws. This includes that electronic cigarettes cannot be used in no-smoking indoor and outdoor places.

3.0 Roles and Responsibilities

- 3.1. Employees must not smoke in the immediate work environment (including inside vehicles and plant/equipment) and have a responsibility to report breaches of the policy to the relevant supervisor.

4.0 Designated No Smoking Areas

- 4.1. Smoking is prohibited inside all buildings, office areas, enclosed work areas and plant, machinery and vehicles and wherever else there are designated no smoking areas.
- 4.2. Designated no smoking areas include:
 - 4.2.1. Office, conference and training areas;
 - 4.2.2. Lunch rooms, recreation areas and crib rooms;
 - 4.2.3. Administration and library buildings;
 - 4.2.4. Community and entertainment centres;
 - 4.2.5. Rural transaction centres;
 - 4.2.6. Workshop and store complexes;
 - 4.2.7. Storage facilities;
 - 4.2.8. Basement areas;
 - 4.2.9. Enclosed car parks;
 - 4.2.10. Public Swimming Pools;
 - 4.2.11. All confined spaces including:
 - (a) Stairwells

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- (b) Fire escapes
- (c) Lifts
- (d) Toilets

4.2.12. All Council plant, machinery and vehicles (including Council vehicles utilised for private use);

4.2.13. Within five metres of any entry door; air intake system or plant and equipment.

5.0 Signage

5.1. 'No Smoking' signs will be displayed to show smoking is prohibited in buildings; vehicles and plant and equipment.

5.2. Designated smoking areas on sites (only where it has been risk assessed as a permissible provision), shall be clearly signed and demarcated and persons shall only smoke in these designated area/s on site.

6.0 Quit Smoking Program

6.1. Council will offer a 'quit smoking' program for interested employees with 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.

6.2. Council also encourages employees to utilise any programs delivered through the Department of Health and Queensland Quitline.

6.3. Access to these programs can be arranged in liaison with Council's Safety and Wellness Department.

7.0 Smoke Breaks/Corporate Image

7.1. 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. Persons utilising designated smoking areas are to ensure that housekeeping is maintained at a high standard (i.e. general rubbish and cigarette butt disposal).

8.0 Consequences of Breach of Policy

8.1. Any employee failing to comply with the requirements of this policy may be subject to Council's disciplinary procedures.

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Strategic Link	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i> <i>Transport Operations (Road Use Management) Act 1995 (Qld)</i> <i>Drugs Misuse Act 1986 (Qld)</i> <i>Crime and Misconduct Act 2011 (Qld)</i> <i>Tobacco and Other Smoking Products Act 1998 (Qld)</i> <i>Tobacco and Other Smoking Products Regulation 2021 (Qld)</i>
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