

1. POLICY CERTIFICATION

Policy title:	Smoke Free Policy
Policy number:	WS002
Category:	Policy
Classification:	Work Safety
Status:	Approved

2. PURPOSE

The Roper Gulf Regional Council recognises the extreme, negative health impact that tobacco smoke, including environmental tobacco smoke, has on all people exposed to it.

Employers in the Northern Territory 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 work environment.

This policy is not an anti-smoking campaign, but to inform where and when smoking may occur within our organisation.

The Roper Gulf Regional Council Smoke Free Policy has been developed to protect and promote the best health outcomes for its staff, Councillors and customers of our services. The Policy has been developed to:

- 1) Safeguard our staff against the health impacts of tobacco smoke, including environmental tobacco smoke.
- 2) Protect those who use our services and visit our facilities, services and programs.
- 3) Ensure compliance with the *Tobacco Control Act* and Workplace Health and Safety requirements.

The purpose of this policy is to promote a healthy workforce. Accordingly, managers and supervisors shall promote and ensure compliance with this policy. All staff, contractors and visitors shall abide by the provisions of the policy.

3. ORGANISATIONAL SCOPE

This policy applies to all Organisational Directives and Standard Operating Procedures developed by Roper Gulf Regional Council relating to the occupation and use of its offices, facilities, vehicles, services and grounds. It is relevant to all Roper Gulf Regional Council Councillors, Local Authority Members, Council Committee Members and employees using or working within Regional offices, facilities, vehicles, services and grounds.

4. POLICY STATEMENT

All employees of Roper Gulf Regional Council are obliged under occupational health and safety legislation to enforce this policy, to protect the health of their fellow employees, and visitors, while at the workplace.

A smoke free policy applies to all Roper Gulf Regional Council facilities, vehicles, services and grounds. The policy extends to all Roper Gulf Regional Council staff, Councillors, Committee members, contractors, customers and visitors while they are using or accessing the services, facilities, vehicles or grounds of the Roper Gulf Regional Council.

The primary objectives are:

- a) Safeguard the safety and health of staff, contractors and visitors in accordance with the Councils Occupational Safety and Health Policy
- b) Abide by the legislative requirements such as the *Workplace Health and Safety Act 2007*
- c) Reduce the risk of fire; and
- d) Reduce litter on Council grounds and maintain an attractive environment for all staff, contractors and visitors.

5. DEFINITIONS

Prohibited	Not allowed
Designated	appointed for a specific function

6. PRINCIPLES

The Roper Gulf Regional Council Smoke Free Policy has been developed to protect and promote the best health outcomes for its staff, Councillors and customers of our services. The Policy has been developed to:

- 1) Safeguard our staff against the health impacts of tobacco smoke, including environmental tobacco smoke.
- 2) Protect those who use our services and visit our facilities, services and programs.
- 3) Ensure compliance with the *Tobacco Control Act* and Workplace Health and Safety requirements.

7. POLICY CONTENT

7.1 Prohibited Areas

Staff are only permitted to smoke in designated smoking areas whilst on Council premises or facilities. Staff are not permitted to smoke in Council vehicles or machinery.

7.2 Smoking During Work Hours

Staff may smoke only during official breaks in designated smoking areas. This is consistent with staff employment contracts and conditions, which do not include smoking breaks.

7.3 Compliance

Managers, supervisors and employees are responsible for encouraging compliance with the policy and are required to remind staff of their work health and safety (WH&S) obligations. Staff are obliged under work health and safety legislation to protect the health of their fellow employees, and visitors, while at the workplace.

Noncompliance with the policy by staff can result in disciplinary action.

7.4 Clients and Stakeholders

Clients and stakeholders of the Roper Gulf Regional Council will receive information that its services and premises are smoke-free through a range of communication strategies, including signage and advice from staff.

7.5 Assistance for Staff Who Smoke

If as a staff member you require assistance with adapting or complying with this policy, including professional support, contact QUIT line on 131 848.

7.6 Fines

Any staff member who fails to look after the safety of other people at work by not complying with the smoke free policy can be personally liable to a fine under the *Work Health Act*.

7.7 Staff who inhabit Council accommodation

Staff living in Council accommodation are required to comply with Council's smoke-free policy, however they are able to smoke outdoors, preferably out of public view, on their accommodation site, outside of their official work hours.

7.8 Identification of designated smoking areas

Designated smoking areas will be identified and endorsed by the Work Health and Safety (WHS) Committee and approved by the Council's Strategic Leadership Team (SLT) or equivalent.

8. REFERENCES

Acknowledgements (original author/source documents)	<i>Dept Health and Families, Factsheet – Changes to the Tobacco Control Act</i>
Related Policies	Roper Gulf Regional Council Smoking Policy January 2009
Related Publications	<i>Tobacco Control Act, Work Health Act</i>

9. DOCUMENT CONTROL

Policy number	WS002
Policy Owner	Manager Governance, Corporate Planning and Compliance
Endorsed by	Council
Date approved	16 December 2011
Revisions	Nil
Amendments	28 Jan 2015
Next revision due	Feb 2016

10. CONTACT PERSON

Position	Manager Governance, Corporate Planning & Compliance
Contact number	89 729 000