



SMOKEFREE WORKPLACE POLICY

Adopted Date:	7 October 2008
Policy Number:	GRC 0013
Policy Type:	Administrative
Responsible Officer:	WHS Officer
Department:	Executive Office

Version	Decision Number or CEO Approval	Decision Date	History
1	07 October 2008	07 October 2008	Review July 2009
2	Reviewed & Amended		Review 30 November 2014
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4	Reviewed & Amended	29 November 2016	Review 30 November 2019
5	Reviewed & Amended	30 October 2019	Review 30 November 2022
6	Reviewed & Amended	25 October 2022	Review 30 November 2025

1. BACKGROUND

Goondiwindi Regional Council is committed to the health and safety and well-being of all its employees and contractors. Council considers that smoking is unacceptable in certain areas of Council workplaces and therefore has set this policy to complement the Council's Code of Conduct and other management systems already in place.

According to the Cancer Council Queensland, smoking is a major cause of lung disease, bronchitis, emphysema and death. Secondary side effects include nasal irritations, eye soreness, headaches and coughing. Passive smoking is considered a significant risk factor for all of the primary and secondary symptoms.

There have been complaints from workers of being exposed to indiscriminate smoking in the depots and other workplaces and inadvertently becoming subjected to passive smoking.

Dangerous goods and hazardous chemicals are also stored at various locations in these workplaces and ignition sources around these locations jeopardise the safety of these workplaces.

2. DEFINITIONS

E-Cigarettes – E-cigarettes are battery operated devices. They heat liquid into a vapour that is inhaled into the lungs. E-cigarettes are smoking products in Queensland under the *Tobacco and Other Products Act 1998*

3. POLICY STATEMENT

3.1 Principles used to determine the smoke free workplace policy.

Council has an obligation under section 19 of the *Workplace Health and Safety Act 2011*, to provide a healthy and safe work environment for all its workers. Employers also have an obligation under section 20(2) of the Act to ensure that anything arising from the workplace is without risk to the health and safety of any person.

According to the Quit organisation, approximately 20,500 deaths in Australia were due to smoking in 2018. The State Government has also introduced various restrictions on smoking.

3.2 Application of the smoke free workplace policy.

It is Council policy that smoking is prohibited in: -

- Council buildings;
- Council vehicles and road plant;
- Areas within Council Depots that are not specifically designated as “smoking areas”; and
- Smoking is prohibited within 5 metres of a window, doorway, air conditioner intake vent or other entrances to a building or workplace.

3.3 Policy directives.

- This policy applies to all employees of Goondiwindi Regional Council, including temporary and casual employees and contractors;
- This policy also applies to members of the public visiting Council sites.
- Employees are responsible for adhering to the policy within workplace areas, as specified above;
- Works Supervisors and Foremen are responsible for enforcing this policy with employees/contractors under their control;
- Induction material for new employees shall refer to Council’s requirements regarding the smoke free workplace policy;
- Employees who want to quit smoking will be given assistance through the Employee Assistance Program. Support and encouragement will be provided to the participating employee.

3.4 Policy breaches.

Employees

A knowing breach of this policy by an employee will be considered as misconduct and disciplinary action may be taken in accordance with Council’s Code of Conduct and / or the *Local Government Act 2009*. Discipline may involve counselling and education, a warning and finally a dismissal depending on the circumstances.

Contractors

A knowing breach of this policy by contractors is to be considered as a breach of Council's Workplace Health and Safety contractual requirements.

Members of the Public

Members of the public are required to obey the requirements of various State legislation. A member of the public smoking in a prohibited area will be asked to extinguish the cigarette and move to a designated smoking area, should they wish to continue smoking.

4. PURPOSE & OBJECTIVES

The purpose of the smokefree workplace policy is to set out the principles used by Goondiwindi Regional Council to: -

- Provide a safe and healthy workplace environment by not placing employees at risk as per the *Workplace Health and Safety Act 2011*;
- Protect Council employees from passive tobacco smoking; and
- Promote assistance, education and training to employees who want to quit smoking.

5. REVIEW DATE

30 November 2025

6. RELATED DOCUMENTS

- *Workplace Health and Safety Act 2011*
- *Local Government Act 2009*
- *Goondiwindi Regional Council Code of Conduct V4-July 2019*
- *Tobacco and other Smoking Products Act 1998*
- *Tobacco and other Smoking Products Regulations 2010*

7. ATTACHMENT

N/A