

# PALM ISLAND ABORIGINAL SHIRE COUNCIL

## POLICY STATEMENT

SUBJECT: SMOKING

AUTHORITY: Council of the Whole.

PURPOSE: The purpose of this policy is to ensure the Palm Island Aboriginal Shire Council maintains a smoke free working environment.

POLICY:

That the Palm Island Aboriginal Shire Council be declared a "Smoke Free Zone" area.

This policy applies to all personnel of Palm Island Aboriginal Shire Council performing work, which includes management, supervisors, employees, contractors, visitors and volunteers.

### REFERENCES:

DETIR Achieving Smoke Free Workplaces 1997

Workplace Health and Safety Act 1995

### DEFINITIONS:

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

**Hazard** - A hazard is a source of potential harm or a situation with the potential to cause loss.

**Risk** - A chance that an event will occur in a workplace, which will result in personal injury or loss to an organisation.

**Supervisor** - A person in control of a workplace. (Example: Technical Supervisor, Overseer, Foreman, Ganger, Leading Hand, Team Leader)

### RESPONSIBILITIES:

- The Chief Executive Officer is responsible to ensure the smoke free procedure is implemented;
- Managers are responsible for ensuring the development and implementation of smoke free procedures;
- Supervisors are responsible to ensure staff and contractors under their control comply with smoke free procedures to maintain a safe and healthy work environment;
- Workplace Health and Safety Officer / Safety Committee are responsible for co-ordinating ongoing training and educational sessions necessary;
- Employees are to comply with the smoke free requirements of the procedure to maintain a safe and healthy work environment.

Failure to comply with these requirements may result in disciplinary action being taken.

**PROCEDURE:**

Palm Island Aboriginal Shire Council is committed to providing a safe and healthy work environment for all staff, employees, clients and contractors. Smoking is therefore prohibited in the following areas, which are designated non-smoking areas.

- Office, conference, and training areas
- Storage Facilities
- Toilets
- Lunchrooms and recreation areas
- Motor Vehicles
- Plant
- Not within three metres of an entry door or air intake system

All employees share in the responsibility for adhering to and enforcing this procedure. Visitors, clients and contractors are also expected to adhere to this procedure at all times and are to be advised of the Palm Island Aboriginal Shire Council's policy and rules.

**SIGNAGE:**

"Smoke Free Workplace" 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.

DELEGATION: Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

RESOLUTION DATED:

May 2010