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Author:	People & Performance
Responsible Director:	Corporate Performance
Relevant Legislation/Authority	AS/NZS 4801 Occupational Health and Safety Act 2004 Tobacco Act 1987

1. PURPOSE

This policy aims to protect the health of employees, contractors, volunteers and visitors by eliminating exposure to environmental tobacco smoke in and around all City of Greater Bendigo buildings and vehicles.

2. SCOPE

This policy applies to all City of Greater Bendigo employees, contractors, visitors and members of the community in order to prevent and manage the potential adverse health risks associated with passive smoking and environmental tobacco smoke.

3. OBJECTIVES

The objectives of this policy are:

- To actively promote a smoke free environment
- To provide relief to those who suffer discomfort as a consequence of tobacco smoke
- To actively encourage those who smoke to participate in cessation programs
- To comply with legislative requirements under the Tobacco Act 1987

4. POLICY

The underpinning principle being that employees, as far as is practicable, not be subjected to passive smoke.

The City of Greater Bendigo is committed to ensuring that its employees, contractors, volunteers and visitors are not exposed to tobacco smoke in its buildings and vehicles and that staff who smoke are provided with assistance to quit smoking. Accordingly, managers, coordinators and team leaders shall promote and ensure compliance with the policy.

Smoking shall be prohibited:

- In Council owned buildings and enclosed workplaces occupied by staff or contractors in the course of their normal employment with Council.
- In Council owned / leased vehicles, plant and equipment.
- In Major thoroughfares and within five (5) metres of access points to buildings such as doors, windows, air conditioner vents and ducts
- In Substantially enclosed court yards
- Within five (5) metres of any outdoor working environment or within the area of another employee, under the control of Council, or where council employees, contractors or volunteers are required to work
- In client's home where a Council service is being provided

Smoke Free Workplace Policy

- In other areas designated as No Smoking areas.

In addition:

- Council owned or operated buildings to which the smoke free policy applies, shall have standard no smoking signs displayed in the appropriate areas.
- Provide to new employees a statement of Councils smoke free standard.
- Employees will be encouraged and assisted to quit smoking via Health Service Providers and Counselling Services

5. DEFINITIONS

Enclosed workplace – a workplace that has, whether permanently or temporarily - (a) a ceiling or roof; and (b) wall, sides or other vertical coverings, so that when a workplace's existing closable openings are closed, the workplace is completely or substantially enclosed as stated in the act more than 75% enclosed.

Major thoroughfare - (for the purposes of this procedure only) means any primary access way or walkway clearly signed as 'no smoking'

Council Building / property - a building owned by or under the control of the City of Greater Bendigo by virtue of free hold title, a lease or rental agreement and includes points of entry, windows, bridges, stairways and air conditioning vents and ducts and includes portions of such buildings or property.

Vehicle – a motor driven vehicle owned or leased by council and used for council purposes.

6. REFERENCES

- [Smoke-Free Government Buildings](#)
- [Quit Victoria](#)

7. DOCUMENTATION

- City of Greater Bendigo Health Safety and Wellbeing Policy

8. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Council unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff consultative committee and with the approval of EMT or where required, resolution of Council.

9. DOCUMENT HISTORY

Date Approved	Author	Unit	Change Type	Version	Review Date
Oct 2015	P&P	People & Performance	Initial	1	Oct 2019