



POLICY 2118

SMOKE FREE WORKPLACE

1. Intent of Policy

To enable Oberon Council to fulfil its obligations under the Work Health and Safety Act 2011 and Regulation 2011 and to ensure the health and safety of employees, it is Council Policy that smoking is not permitted in any Council building or any Council vehicle.

2. Scope of Policy

This Policy applies to all users of Council's buildings and Council vehicles.

Relevant Statutory Requirements relating to this Policy:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
NSW Local Government (State) Award 2014
Smoke Free Environment Act 2000
Smoke Free Environment Regulation 2007

Oberon Council Policies and Procedures relevant to this Policy:

Workplace Health and Safety (WHS) Policy 2011
Drugs & Alcohol Policy

WorkCover Guide

Passive Smoking Policy and Control

3. Policy

Oberon Council does not permit smoking in any Council building or Council vehicle. Smoking is not permitted in locations where smoke may be drawn or blown into buildings, or is dangerous due to proximity of flammable gases or liquids, or vent pipes related to such substances.

Smoking is not permitted outside the doors of the Administration Centre, Oberon Library, Community Centre, Visitor Information Centre, Works Depot, Water Treatment Plant and Sewerage Treatment Plant offices or outside other buildings in places highly visible to the public.

Oberon Council will provide a designated area at the Works Depot where employees may smoke during their designated breaks only. Means of disposal will be provided within the designated area. There will be zero tolerance for littering in or around Council building and facilities and employees found littering will be subject to disciplinary procedures.

4. Procedures

- a) It is the responsibility of all Team Leaders, Managers and Supervisors to ensure full compliance with this Policy.
- b) Any employee refusing or unable to comply with this Policy will be offered appropriate counselling. However, if non-compliance continues the employee will be subject to disciplinary procedures.
- c) Assistance will be offered to employees wishing to cease smoking. To access this assistance employees are to contact the Workplace Health & Safety Coordinator or any member of the Workplace Health & Safety Committee.

Approving Authority	Oberon Council
Contact	WHS/RM Coordinator
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Revised	17 March 2009: Item B1, Minute 16 18 October 2011: Min 19181011 20 March 2012: Min 38200312 18 August 2015 Min 10 180815
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