



## Smoke Free Workplace

### 1. Intent of Policy

To enable Council to fulfil its obligations under the Occupational Health and Safety Act 2000, to ensure the health and safety of employees, it is Council's 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 vehicles.

#### **Relevant Statutory Requirements relating to this Policy:**

*Occupational Health and Safety Act 2000 and any subsequent legislation*

*Occupational Health and Safety Regulation 2001*

*NSW Local Government (State) Award 2010*

### 3. Procedures

#### a) Permissions

Smoking is not permitted whilst in any Council building or vehicle, other than in documented allowed circumstances.

Smoking is only permitted outside buildings, but not in locations where smoke can be drawn or blown into such buildings or is dangerous due to proximity of flammable gases or liquids or the vent pipes related to such substances.

Smoking is not permitted immediately outside the doors of the Administration building, Library, Depot offices or outside other buildings in places highly visible to the public.

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 Council's disciplinary procedures.

#### b) Responsibilities

It is the responsibility of all team leaders and managers to ensure full compliance with this policy.

Approving Authority	Oberon Council
Contact	OH & S Coordinator
Approval	13 September 2005: Item B13
Revised	17 March 2009: Item B1, Minute 16
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