



## **POLICY – HLTH 5 - Smoke Free Workplace**

### **Related Management Practice**

No

### **Relevant Delegation**

N/A

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### **Rationale**

To protect the health of Council employees, contractors and visitors by eliminating exposure to environmental tobacco smoke in and around all Council controlled buildings, recreational facilities, both indoor and outdoor and work vehicles.

### **Policy Statement**

This policy covers the smoking of any tobacco product and the use of oral tobacco products, “chewing” tobacco and e-cigarettes, and it applies to all employees, contractors and visitors.

### **Smoking Restrictions**

- Smoking is prohibited in all Council owned and controlled buildings, enclosed workplaces, enclosed recreational facilities and work vehicles at all times.
- To prevent drift of smoke into smoke free environments, no smoking will be permitted within 5 metres of doorways and 10 metres of air intake vents of Council premises.
- Smokers are expected to be considerate of the health and wellbeing of others. It is unacceptable to smoke where it is possible for others to inhale smoke e.g. along thoroughfares and footpaths and near access ways.
- Smokers are expected to be discreet. It is unacceptable to smoke where the activity is clearly visible to work colleagues and the general public e.g. outside offices in full view of other staff.
- Smokers are only permitted to smoke during official work breaks in designated outdoor areas.

### **Programs to Assist in Quitting Smoking**

- The City of Armadale will provide assistance to any member of staff who wishes to stop smoking by contributing towards the costs of an accredited stop smoking program.
- Consideration may be given to providing paid leave to attend an approved course during working hours.

### **Signage and Waste Disposal**

- No smoking signs and butt bins will be installed at appropriate locations to discourage smoking near to City owned and controlled buildings.

### **Recruitment**

- The City of Armadale will advertise in all recruitment material, including Council’s website, of its smoke free workplace policy.
- All new employees will be informed of the smoke free workplace policy at commencement of employment and at induction training for new staff.

### **Environmental Waste Reduction**

Staff are responsible for ensuring that any waste such as cigarette butts are properly disposed.

Related Local Law	N/A	
Related Policies	HLTH 1 – Smoke Free Outdoor Areas	
Related Budget Schedule	N/A	
Last Reviewed	25 June 2018	
Next Review Date	March 2021	
Authority	27 April 2009 (CS46/4/09)	27 February 2012 (D8/2/12)
Council Meeting of:	21 December 2015 (D67/12/15)	25 June 2018 (D41/6/18)