



SMOKE FREE WORKPLACE POLICY

Policy/Procedure Type	HR		
Responsible Department	Office of the Chief Executive Officer		
Responsible Officer	Chief Executive Officer		
Applicable Legislation	<i>Work Health and Safety Act 2012</i> <i>Tobacco and E-Cigarette Products Regulation Act 1997</i>		
Related policies and / or procedures	<i>Fitness for Work Policy</i> <i>Fitness for Work Procedure</i>		
Date adopted	13 May 2021		
File Ref			
Version	1.0		
Last Reviewed	New		
Next Review	12 May 2025		

1. Purpose

The purpose of this Policy is to support Council's commitment to a smoke free workplace and to protect its employees from the dangers of passive smoking while at their place of employment.

This Policy is also intended to protect all users of Council facilities and any other persons not directly employed by Council from the potential dangers of exposure to tobacco smoke or e-cigarette vapour whilst:

- a) In Council managed buildings and playgrounds,
- b) In Council vehicles, (including plant), and
- c) At Council events.

All persons at the workplace are required to comply with the Policy. This includes all employees, contractors, volunteers, visitors and customers.

This Policy has been established to ensure compliance with the *Tobacco and E-Cigarette Products Act 1997*, in particular, sections 46 and 50.

2. Background

There is no legislative requirement for Council to have a policy relating to this area however, Council regards smoking as a health and safety hazard for both smokers and non-smokers. The *Tobacco and E-Cigarette Products Act 1997* makes it an offence to smoke in any enclosed public place, workplace or shared area and within 10 metres of any children's playground in a public area.

Smoking is the leading cause of preventable disease and death in Australia. Workplace exposure to passive smoking is a significant occupational health and safety hazard. Exposure to passive smoking can produce symptoms of ill health, particularly for people with pre-existing medical conditions, such as respiratory or cardiovascular conditions. There is no recognised safe level of exposure to smoke.



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3. Definitions and Interpretations

Smoke:

- a) in relation to a tobacco product—smoke, hold or otherwise have control over, an ignited tobacco product; or
- b) in relation to an e-cigarette—inhalation from, hold or otherwise have control over, an e-cigarette that is in use

Workplace: A workplace is a place of work where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

4. Policy

Council supports and promotes a smoking ban in all Council managed buildings and Council vehicles, including plant.

Smoking is strictly prohibited within 10 metres of a Council playground.

Where possible, Council's major and official events will be smoke-free. The details of the smoking bans to be put in place will be brought to Council in a report once all the necessary details have been finalised for each event.

5. Strategic Plan / Policy

The following strategic objectives in Council's Strategic Plan are the most relevant to this policy:

Provide transparent, strong and accountable leadership

Provide community health and wellbeing

Protect and enhance our environment and natural resources

6. References

SA Health www.sahealth.sa.gov.au/smokefree

SA Health [www.sahealth.sa.gov.au/risks of smoking](http://www.sahealth.sa.gov.au/risks_of_smoking)

Quitline:

Quitline telephone support: 137 848

Website: www.cancersa.org.au/quitline

Email: quitline@cancersa.org.au

SafeWork SA

Website: www.safework.sa.gov.au

Email: help.safework@sa.gov.au

Phone: 1300 365 255 (South Australia only) or 08 8303 0400



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7. Review

This Policy may be amended at any time and should be reviewed at least every four (4) years since its adoption or last amendment.

8. Further information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.elliston.sa.gov.au

District Council of Elliston
21 Beach Terrace
ELLISTON SA 5670

Copies will be provided to interested parties upon request. Email dce@elliston.sa.gov.au