

# Smoke Free Environment Policy

## Purpose

This policy is to protect the health of Council employees, contractors, visitors and Board Members by eliminating exposure to environmental tobacco smoke in and around all Riverina Water buildings, facilities and vehicles.

The objectives of this policy are:

- Specify places where smoking and vaping is not permitted in the workplace
- Outline the responsibilities of staff including managers, directors, and CEO
- Promote a smoke free workplace policy in recruitment and training of new employees
- Provide assistance for staff wishing to quit smoking
- Authorise placement of "No Smoking" signs

## Scope

This policy shall apply to all employees, Board Members, contractors and visitors to Riverina Water buildings, worksites, facilities and vehicles.

## Definitions

Environmental Tobacco Smoke (ETS)	is a combination of exhaled mainstream smoke (smoke breathed out by smoker) and side-stream smoke (smoke that drifts from the burning end of a cigarette)
Smoking	In this policy refers to cigarette smoking and vaping
Vaping	Inhaling and exhaling vapour containing nicotine and flavouring produced by a device designed for this purpose (can also be known as e-cigarettes)

## Principles

### 1. General Principles

Riverina Water has a duty of care under NSW WHS legislation to provide a safe and healthy workplace. This obligation extends to all buildings, amenities, and motor vehicles.

Smoking and vaping are known to be a contributory factor in many serious and fatal illnesses such as cancer. However, exposure to smoke (passive smoking) can be equally dangerous to non-smokers, who breathe in other people's smoke (environmental tobacco smoke). Passive smoking can affect smokers and non-smokers.

Research indicates that there is no safe level of exposure to environmental tobacco smoke and prolonged exposure is known to increase the risks of lung cancer and heart disease, as well as the incidence of sore throats, nasal symptoms, asthma attacks and other chest illnesses

The dangers of passive smoking in the workplace have resulted in litigation, where employers have been held responsible for illnesses caused by passive smoking. (Source: NSW Department of Health Facts Sheet at [www.health.nsw.gov.au](http://www.health.nsw.gov.au))

## **2. Policy Provisions**

### **i. Specific Requirements**

In order to comply with Council responsibilities under the Work, Health and Safety legislation the following requirements are established under this policy;

1. Smoking and vaping are prohibited in all Riverina Water buildings, facilities, plant and vehicles (including hire vehicles and vehicles privately used under the council leaseback scheme)
2. There is no provision for the designation of smoke-permitted rooms or areas in or adjacent to buildings controlled by Riverina Water
3. It is the responsibility of staff, contractors, visitors or Board Members smoking outside buildings to ensure, as far as practicable, that they are not within ten meters of open windows, doorways, or air conditioning inlets, and that cigarette butts are fully extinguished and disposed of in a suitable receptacle.
4. It is the responsibility of smokers to ensure that they do not expose any other persons in the work environment to the smoke from their cigarettes.
5. Non-smoking staff shall not put themselves at risk by willingly exposing themselves to cigarette smoke.
6. All new employees will be informed of the smoke free environment policy at commencement of employment and at induction training for new staff.

## **ii. 2.2.2 Programs to assist in quitting smoking**

Riverina Water will provide assistance to any member of staff or Board Member who wishes to stop smoking or vaping. This assistance is available by contacting the People & Culture team at Riverina Water. This assistance will include provision of anti-smoking and anti-vaping aids and associated information.

## **iii. 2.2.3 Responsibilities**

### **Riverina Water**

Under this policy Riverina Water will:

- Provide support and encouragement for staff and Board Members to “Quit” the smoking and vaping habit.
- Not discriminate on the grounds of a person’s smoking or vaping preferences.
- Consult with staff when reviewing this policy.

### **Managers and Supervisors**

Under this policy Managers and Supervisors will:

- Ensure a quick response to any reports of policy breaches
- Monitor that smoking and vaping are only undertaken in areas permitted under this policy.

### **All staff**

Under this policy have the following obligations:

- All staff are responsible for ensuring that a smoke free environment is maintained by compliance with the provisions of this policy and reporting any incidents which breach these provisions.
- Staff are expected to advise visitors and contractors of the smoke-free environment policy
- Staff who fail to consider the safety of others at work by not complying with this smoke free policy will be subject to disciplinary action in accordance with the Riverina Water County Council Enterprise Award 2022 and internal procedures.

### Policy Implementation

Council officials will be made aware of the protocols set out in this policy. The policy will be available on the staff intranet and Council's website.

<b>Policy number</b>	<b>3.02</b>
Responsible area	CEO
Approved by	Riverina Water Board (Res 22/139)
Approval date	24 August 2022
Legislation or related strategy	NSW Work Health and Safety Act (WHS) 2011 NSW Work Health and Safety (WHS) Regulations 2017
Documents associated with this policy	Riverina Water Work Health and Safety Policy 3.04
Policy history	January 2009 October 2010 February 2015 – Res 15/19 (25 February 2015) June 2015 – Res 15/87 (24 June 2015) February 2017 – Res 17/19 (22 February 2017)
Review schedule	Every 4 years. Next review date August 2024.

Policy details may change prior to review date due to legislative or other changes, therefore this document is uncontrolled when printed.

**END OF POLICY STATEMENT**