



# NON SMOKING POLICY

**Approval Date:** 9 December 2015

**Review Date:** 9 December 2017

**Responsible Officer:** Training & WHS Co-ordinator

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## 1. PURPOSE

The Work Health and Safety of all persons employed at the Coonamble Shire Council, including volunteers and visitors are considered to be of the utmost importance and an integral part of all operations within Council. To this effect Council has developed a number of policies to meet this goal as well as addressing compliance requirements under the *Work Health and Safety Act 2011 (NSW)*.

## 2. POLICY STATEMENT

Coonamble Shire Council has a commitment to ensure the health, safety and welfare of its employees under the Work Health & Safety Act 2011. This duty of care also extends to persons other than employees who are not to be exposed to risks to their health while at the employer's workplace. This policy applies to all staff, Councillors, visitors and users of Council's facilities. Signs will clearly indicate the presence of non-smoking areas.

Smoking is prohibited in any Council building, structure or any enclosed confined space that is likely to reduce public health and safety standards. Smoking is prohibited at all times in Council vehicles/plant without exception.

Smoking is not permitted on the administration building grounds, including the Library and VIC areas except for within the smoking designated area. Smoking is permitted 10 meters from Council depot yard (and other Council facilities) but must be in a designated smoking area. Smoking is prohibited in locations where smoke can be drawn or blown into buildings through open doors, windows or is dangerous due to proximity of flammable gases or liquids or the vent pipes related to such substances. Smoking is not permitted in areas that are highly visible to the public or building entrances.

In accordance with the Smoke Free Environment Act 2000 smoking is also prohibited for staff in the following outdoor public areas:

*“(1) An outdoor public place is a **smoke-free area** for the purposes of this Act if it is any of the following places (or part of any of those places):*

- (a) a place that is within 10 metres of children’s play equipment but only if the children’s play equipment is in an outdoor public place,*
- (b) a swimming pool complex,*
- (c) an area set aside for or being used by spectators to watch an organised sporting event at a sports ground or other recreational area, but only when an organised sporting event is being held there,*
- (d) the platform of a passenger railway or light rail station,*
- (e) a ferry wharf,*
- (f) a light rail stop (with **light rail stop** to include any area where persons queue or gather when waiting at a light rail stop),*
- (g) a bus stop (with **bus stop** to include any area where persons queue or gather when waiting at a bus stop),*
- (h) a taxi rank (with **taxi rank** to include any area where persons queue or gather when waiting at a taxi rank),*
- (i) a place that is within 4 metres of a pedestrian access point to a building (as provided by subsection (2),*
- (j) a commercial outdoor dining area,*
- (k) a place at a public hospital, health institution or health service under the Health Services Act 1997 that is designated as a smoke-free area by a by-law or regulation under that Act and notified by signs displayed in, or at an entrance to, any such area,*
- (l) any other outdoor public place that is prescribed by the regulations as a smoke-free area.”*

It is the responsibility of all Supervisors to ensure full compliance with this policy.

Staff do not have entitlement to leave the workplace for a “smoke”, outside of normal break periods.

Any employee in breach of any of these conditions will be subject to disciplinary procedures as set out in the Local Government (State) Award.

### **Assistance**

Staff who would like to quit smoking should be given encouragement and assistance. Please contact the Training & WHS Co-ordinator or your Supervisor to discuss on a confidential basis and be referred to a “quit smoking” organisation for appropriate counselling service.

### 3. RELATED DOCUMENTS AND LEGISLATIVE PROVISIONS

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2011 (NSW)
- Smoke Free Environment Act 2000
- Smoke Free Environment Regulation 2007

### 4. POLICY REVIEW

This policy is developed in consultation with Council's Health and Safety Committee and Consultative Committee. Endorsement by these committees will be sought on initial development and major amendments. As this document is an internal operational policy, it will not be submitted for approval at Council meetings.

This policy may be amended or revoked at any time and must be reviewed at least two (2) years since its adoption (or latest amendment).

#### Policy Review History

Date	Changes Made	Approved By
7 August 2007	Policy developed	Endorsed by Occupational Health & Safety Committee
19 Sept 2007	Displayed for 28 days	
14 Nov 2007	Adopted by Council	Council: Resolution #6523
23 April 2015 & 27 July 2015	Policy on display for 28 days for comment to workforce only. Policy changed to be operational policy and not required to be adopted by Council resolution.	N/A
20 August 2015	Policy endorsed for adoption	Consultative Committee
3 November 2015	Policy endorsed for adoption	Health & Safety Committee
9 December 2015	Policy adopted	General Manager

Policy Adopted and in effect on: 9 December 2015



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**RICK WARREN**  
**GENERAL MANAGER**