



# Gladstone Regional Council

## Policy

Title	NON SMOKING
Policy Number	P-2014/43
Responsible Directorate	OFFICE OF THE CHIEF EXECUTIVE OFFICER
Responsible Officer	MANAGER PEOPLE & PERFORMANCE
Date of Adoption	16 DECEMBER 2014
Resolution Number	G/14/2270
Date Review Due	16 DECEMBER 2017

### 1.0 PURPOSE:

This policy aims to build a healthy environment which protects the health and wellbeing of all employers, employees and visitors. Gladstone Regional Council will actively encourage smoking prevention and smoking cessation.

### 2.0 SCOPE:

This policy applies to all employees of the Gladstone Regional Council and visitors including, contractors, volunteers, work experience students, trainees and clients.

### 3.0 RELATED LEGISLATION:

- Tobacco and Other Smoking Products Act 1998;
- Tobacco and Other Smoking Products Regulation 2010;
- Work Health and Safety Act 2011.

### 4.0 RELATED DOCUMENTS:

Nil

## **5.0 DEFINITIONS:**

Nil

## **6.0 POLICY STATEMENT:**

### **6.1 Introduction**

Gladstone Regional Council is committed to providing a safe working environment for all persons. Tobacco smoke is responsible for a number of dangerous health conditions including lung cancer, cardiovascular disease, bronchitis, pneumonia, emphysema and asthma.

Smoking is the greatest cause of preventable death in the developed world and causes in excess of 3400 deaths in Queensland each year. Tobacco smoke has a detrimental impact on the health of non-smoking employees and also decreases workplace productivity and workplace morale.

In order to fulfil this commitment, Council shall:

- Provide education regarding the health effects of smoking and the importance of being smoke free;
- Provide a copy of the policy to all existing employees and to new employees upon commencement with the organisation;
- Display adequate smoke free signage;
- Provide information to assist smokers who wish to quit through the promotion of Quit line services, 13 QUIT (13 7848), and the provision of quitting tips; and
- Advise visitors of the smoke free policy.

### **6.2 Roles and Responsibilities**

It is all employees' responsibility not to smoke in the work environment (including vehicles) and to report breaches of the policy to the relevant supervisor in accordance with Council's corporate structure.

### **6.3 Designated Non Smoking Areas**

Gladstone Regional Council is committed to providing a safe and healthy work environment for all employees and visitors. Smoking is therefore prohibited within all buildings, plant, machinery, vehicles or within four (4) metres of a building entrance.

### **6.4 Smoke Breaks / Corporate Image**

Employees are encouraged to limit smoking to the designated lunch and morning/afternoon tea breaks and to be mindful of their obligation to promote a positive corporate image for Council during business hours and whilst in corporate uniform.

Any smoking during work time must give due consideration to individual workload commitments and not reduce the ability of council to provide timely service to the community.

### **6.5 Consequences of Breach of Policy**

Any employee failing to comply with the requirements of this policy may be subject to disciplinary action in accordance with Gladstone Regional Council's disciplinary procedures.

### **7.0 ATTACHMENTS:**

Nil

### **8.0 REVIEW TRIGGER:**

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years from date of adoption.

TABLE OF AMENDMENTS		
Originally Adopted	5 May 2009	09/225
Amendment 1	19 November 2013	G/13/1786
Amendment 2	16 December 2014	G/14/2270
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>

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**STUART RANDLE**  
**CHIEF EXECUTIVE OFFICER**