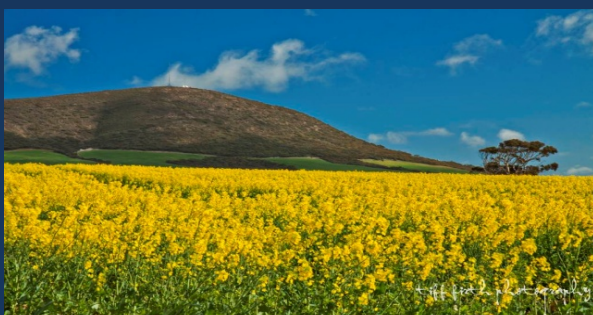


DISTRICT COUNCIL OF LOWER EYRE PENINSULA

Smoke Free Policy



“Working with our Rural & Coastal Communities”

	<h1>HR-POL-03 – SMOKE FREE</h1>	Version No:	1.1
		Issued:	May 2019
		Next Review:	May 2022

Responsibility:	Human Resources
Minutes reference:	C144 (2)
Related Policies/Procedures/Codes:	HR Manual
Applicable legislation:	South Australian Work Health and Safety Act, 2012 South Australian Work Health and Safety Regulations, 2012 Local Government Act, 1999 Tobacco Products Regulation ACT 1997
Review Frequency:	Upon Council election or earlier if legislative change Review must also be undertaken by the Employee Consultative Committee

1. INTRODUCTION

Second hand smoke is a known health hazard. In provisions made under the Tobacco Products Regulation Act 1997 and subsequent Regulations, workplaces and public places are legally required to be smoke free.

The District Council of Lower Eyre Peninsula will take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

2. POLICY

Smoking is not permitted in any building which is occupied as a workplace or in or around any vehicle used by the District Council of Lower Eyre Peninsula. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for Council. This applies to employees whether employed directly by Council, through an agency, by a contractor or other organisation, Councillors and visitors.

Smoking is permitted in designated outdoor smoking areas which must be at least seven metres from doorways, windows and air-conditioning intakes. This area must not be enclosed and have appropriate signage.

Employees who wish to smoke can do so in their own time during designated work breaks (ie; Morning/Afternoon tea, Lunch).

3. IMPLEMENTATION

Managers will be responsible for the promotion and maintenance of the policy by their staff. Additional support may be discussed between Employee and their Manager with arrangements individualised for Employee.

Employees not complying with the policy will be referred to their manager and will be subject to the usual disciplinary procedure.

Visitors not adhering to the policy will be asked to comply or leave the premises.

A copy of the policy will form part of new employee's induction packs.

R19/8917 - Policy - HR-POL-03 - Smoking.DOCX	<i>Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.</i>	Page 2 of 3 This copy printed on: 27/05/2019
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4. REVIEW

This policy will be reviewed within 12 months after a general Local Government election.

5. AVAILABILITY

Copies of this policy may be purchased for the fees outlined within Council's current Schedule of Fees & Charges. This policy is available for inspection at the Council offices during ordinary business hours or on Council's website (www.lowereyrepeninsula.sa.gov.au) at no cost.

SIGNED:

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CEO

Date: 17 / 05 / 2019

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Mayor DCLEP

Date: 17 / 05 / 2019

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.0	19/9/16	Adopted
1.1	17/5/19	Adopted