

*Looking After
our Community*

DOCUMENT ON EXHIBITION

Smoke-Free Workplace Policy Review

**Exhibition Period: 28 Days
22 November – 20 December 2024**

Please address any queries to:
WHS & Risk Coordinator

**Please submit your feedback in writing
addressed to the General Manager.**

Email:
council@midwestern.nsw.gov.au

Post:
Mid-Western Regional Council
PO Box 156
Mudgee NSW 2850

ADOPTED		VERSION NO	VERSION 1.0
COUNCIL MEETING MIN	xx/xx	REVIEW DATE	DATE TO REVIEW
DATE:	INSERT DATE	FILE NUMBER	WHS119

Objective

The objective of this policy is to document Mid-Western Regional Councils (Councils) commitment to:

- Providing and maintaining a smoke and vapour free environment for the health and safety of workers, visitors and public members at Council workplaces.
- Providing support to workers who wish to cease smoking or vaping.
- Complying with the relevant legislative requirements.

Scope

This policy applies to all Council workers (including labour hire and temporary employees), work experience people, volunteers, contractors, elected members and visitors to Council workplaces and facilities.

The requirements within this policy apply to traditional nicotine cigarettes, e-cigarettes (also known as vapes) and any other type of cigarette that omits a smoke or vapour.

Legislative requirements

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Smoke-free Environment Act 2000
- Smoke-free Environment Regulation 2016

Related policies and plans

- WHS105 Work Health and Safety Policy

Policy

Smoking is only permitted during designated breaks.

All materials used for smoking and vaping must be extinguished and disposed of in an appropriate manner.

Smoke-free Areas

To protect all personnel within a Council workplace from the effects of passive smoke and vapour, smoking and vaping is not permitted:

- In any Council structure, including though not limited to;
 - Buildings
 - Containers, sheds or other storage areas
 - Caravans, bathrooms, lunchrooms and changerooms
- At covered bus stops, taxi ranks and train stations.
- In any other enclosed public space. *Enclosed in relation to public spaces means having a ceiling or roof and, except for doors and passageways, completely or substantially enclosed, whether temporary or permanent.*
- In a vehicle or items of plant.
- Within 10 metres of a Council building, playground, sports field or facility, cemetery, swimming pool or area where a public event is being held.
- Within 10 metres of other workers.
- Within 4 metres of an entrance or exit point to a building.
- Adjacent to any entrances or exits into work areas, where passerby's may be exposed to passive smoke or vapours during the course of entering or exiting the area.
- Where there are 'No Smoking' or 'Naked Flame' signs displayed.
- Where 'smoke-free' areas have been identified.

Council Assistance

Council shall actively support and encourage workers wanting to cease smoking or vaping. Workers can access this support by contacting any member of the HR or WHS Team.

The Quitline can also assist 24/7 in 13 78 48.