



LIVERPOOL PLAINS SHIRE COUNCIL SMOKE FREE POLICY

Version	Date	Resolution No	Details
1	June 2017	2495	New Policy
2	May 2020	2020/101	Revised

POLICY OBJECTIVE

The Liverpool Plains Shire Council aims to provide workplaces and the workers with a healthy work environment. To minimise the risks associated with smoking and exposure to passive smoking in the workplace, the Council has adopted a policy of providing a smoke-free workplace.

EFFECTIVE DATE AND POLICY REVIEW

The policy shall be reviewed every four years or earlier if required by legislation, Council resolution or recommendation of the General Manager. If the policy is not reviewed within this timeframe, it remains active until such time as it is reviewed or revoked by Council.

This policy comes into effect on 1 June 2020.

Signed by General Manager

Joanne Sangster

Date Approved: 27 May 2020

POLICY

Commencement of Policy

This Policy will commence from 1 June 2020. It replaces all other no-smoking policies of the Council (whether written or implied).

Application of Policy

This Policy applies to all employees, volunteers, agents and contractors (including temporary contractors) of the Council, collectively referred to in this Policy as 'Workers.

IMPLEMENTATION

Distribution and implementation of this policy will be carried out by relevant Department Management and Supervisors.

NO SMOKING RULES

Smoking is Not permitted within:

- ▶ any Council buildings and vehicles, and
- ▶ outdoor areas of Council workplace premises, other than those areas designated as smoking areas under this Policy.

Workers who smoke outside the premises should not do so near the main entrance to the workplace. They should also ensure that they dispose of cigarette butts and other litter appropriately.

DESIGNATED SMOKING AREAS

The Council operates in a non-smoking environment and recognises the need to accommodate the needs of both smokers and non-smokers.

Liverpool Plains Shire Council has designated the following area/s as smoking areas:

- ▶ Rear of the main administration building- southern end
- ▶ Smokers shed located in carpark area adjacent to the Supervisors offices

Smoking is only permitted in these designated smoking areas during authorised break times.

It is the responsibility of the workers using these areas to ensure that cigarette butts are disposed of properly using the receptacles provided.

SMOKING BREAKS

Smoking breaks may only be taken during designated break times.

Breaks may be staggered to limit the disruption to operations.

Special arrangements may be made to accommodate smoking breaks during periods of overtime.

CHOOSING TO QUIT SMOKING

The Council will provide support to workers wishing to quit smoking and will provide information to 'Quit programs' material and contact numbers of services available.

BREACH OF THIS POLICY

All workers are required to comply with this Policy at all times.

If any worker breaches this Policy they may be subject to disciplinary action.

In serious cases this may include termination of employment.

Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Liverpool Plains Shire Council terminated or not renewed.