

	<h2>SMOKE-FREE WORKPLACES</h2>	Document No:	WHS-PRO-037
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1. Purpose

The purpose of this procedure is to help minimise worker exposure to tobacco smoke while in the workplace.

By legislation, smoking is prohibited in most enclosed workplaces.

In the workplace, smoking can contribute to a reduction in productivity and increased sick leave among workers that smoke. Smoking in the workplace is also a fire hazard.

Tobacco smoking is the leading single cause of preventable death and illness in Australia. Smoking affects each system of the body in some way, causing reduced oxygen carried in the blood, decreased lung function and narrowing of airways and blood vessels. Smoking can cause lung disease, cancer, heart attack and stroke.

Environmental tobacco smoke (passive smoking) can affect smokers and non-smokers alike. Irritation of the eyes, nose, throat and lungs from environmental tobacco smoke can be particularly harmful to those with asthma or other respiratory conditions.

There is no recognised safe level of exposure to tobacco smoke.

The Australian Catholic Bishops Conference (Conference) will:

- aim to protect workers, contractors and visitors from environmental tobacco smoke (passive smoking)
- support workers' attempts to stop smoking
- inform workers about the health risks associated with smoking

2. Scope

This procedure applies to all workers, volunteers, contractors and visitors to workplaces controlled by a Conference Agency.

3. Related Documents

[ACBC Work Health & Safety Policy](#)

- ACT : Work Health and Safety Act 2011
Smoke-Free Public Places Act 2003
- NSW : Work Health and Safety Act 2011
Smoke-free Environment Act 2000 and Smoke-free Environment Regulation 2016
- NT : Work Health and Safety (National Uniform Legislation) Act
Tobacco Control Act 2002
- Qld : Work Health and Safety Act 2011
Tobacco and Other Smoking Products Act 1998 and
Tobacco and Other Smoking Products Regulation 2010
- SA : Work Health and Safety Act 2012
Tobacco and E-cigarette Products Act 1997 and Tobacco and E-cigarette Products
Regulations 2019
- Tas : Work Health and Safety Act 2012
Public Health Act 1997
- Vic : Occupational Health and Safety Act 2004
Tobacco Act 1987 and Tobacco Regulations 2017
- WA : Occupational Safety and Health Act 1984

4. Definitions

Environmental tobacco smoke

Environmental tobacco smoke is smoke that comes from the burning of a tobacco product and smoke that is exhaled by smokers. Inhaling environmental tobacco smoke is called involuntary or passive smoking.

Supervisor

The Supervisor is a Bishop, a Priest, an Agency Head, Director, Manager, Coordinator or Team Leader, who is responsible for the day-to-day supervision of workers.

Health and Safety Representative (HSR)

A Health and Safety Representative is a worker who has been nominated and elected by workers at a workplace to represent them in accordance with the relevant State or Territory legislation.

5. Responsibilities

Supervisors

Supervisors must:

- Ensure that all workers, contractors and volunteers are made aware of this procedure during induction
- Address breaches of this procedure
- Create and support a workplace culture that is supportive of workers who wish to quit smoking

Workers

Workers must:

- Read and fully understand the requirements of this procedure
- Comply with this procedure at all times while on work-related duties
- Report breaches of this procedure to their supervisor

Office for Employment Relations

The Office for Employment Relations will:

- Assist with advice on quit smoking programs
- Assist in addressing non-conformance with this procedure

6. Prohibition of Smoking in Workplaces

By law smoking is prohibited:

- In all buildings or parts of buildings under the control of any Conference Agency
- In any outdoor area of a food outlet or any outdoor area where food and drink is provided
- In areas where "no smoking" or other smoking prohibition signs are displayed, e.g. refectory and commercial centre, chemical and fuel storage areas
- Within four metres of any entrance to buildings, air conditioning intakes, ventilation louvers or open windows
- On all semi-enclosed thoroughfares such as verandas and on all elevated walkways between buildings
- In all vehicles where a child is present (the definition of child varies between jurisdictions)
- In all motor vehicles, planes or boating vessels used for commercial purposes
- In public transport waiting points

7. Prevention of Exposure to Environmental Tobacco Smoke

To minimise exposure of workers to environmental tobacco smoke, Conference Agencies will:

- Display appropriate smoke-free signage in workplaces.
- Prohibit smoking in Conference supplied motor vehicles.
- Ensure that at all work-related events, especially those with families in attendance, are non-smoking events.

- Encourage workers to refrain from smoking while wearing any form of Conference identification
- Position designated smoking areas away from main entrances, thoroughfares, air conditioning intake vents and enclosed spaces to ensure that smoke doesn't drift into workplaces
- Provide bins designed for cigarette butts to avoid littering and fire hazards.

8. Providing Support to Workers

Workplaces that promote and support workers to quit smoking can benefit from a healthier and happier workforce, and a safer, cleaner workplace for everyone.

To provide support to workers who would like to stop smoking the Conference Agencies will:

- Provide support wherever possible to workers wishing to quit smoking (e.g. from quit smoking resources www.quit.org.au and www.quitcoach.org.au)
- Provide counseling through the Conference's EAP Program

9. Providing Information

To increase awareness of the risks associated with smoking and the assistance available, the Conference Agencies will:

- Provide information (posters and brochures) within the workplace.
- Promote quit smoking tools such as the Quit Coach through email reminders, newsletters or in designated smoking areas

10. Records

- Induction Checklist ([HR014](#))
- Minutes of workplace meetings