



Smoke-Free Workplace Policy

Includes cigarettes and e-cigarettes

Rationale

There is now overwhelming evidence that exposure to environmental tobacco smoke (ETS) is harmful to health. There is no safe level of exposure to ETS. Long-term exposure to ETS can have serious adverse health effects including heart disease and lung cancer. Breathing ETS can increase the risk of heart attack, particularly for those with existing heart disease or asthma, and even brief exposure to ETS can trigger symptoms such as irritation of the eyes and nose, headaches, sore throat and cough. In Western Australia, the Tobacco Products Control Act 2006 and associated regulations legislate against smoking in enclosed public places, and the Occupational Safety and Health Regulations 1996 prohibit employers, employees and self-employed persons smoking in enclosed workplaces. Section 19 of the Occupational Safety and Health Act 1984 requires an employer, so far as practicable, to provide and maintain a working environment in which the employees are not exposed to hazards. Because of the acknowledged health hazards of exposure to ETS, and to comply with the legal obligations, Condingup Machinery Wreckers has adopted a smoke-free workplace policy that formalises its commitment to and extends beyond the legislated smoking bans.

Definitions

Environmental tobacco smoke (ETS)

Environmental tobacco smoke (ETS) is described as a combination of side stream smoke (smoke from the burning end of a tobacco product) and exhaled mainstream smoke (the smoke breathed out by a smoker). The US Environmental Protection Agency has classified ETS as a proven human carcinogen (cancer causing agent).

E-cigarettes

E-cigarettes can contain water, flavours, solvents and nicotine. Chemicals found in e-cigarettes, e-liquids, and the aerosol smoke or 'vapour' that they generate include: very fine particles; heavy metals such as nickel, tin and lead; volatile organic compounds such as benzene, which is found in car exhaust; and polycyclic aromatic hydrocarbons such as naphthalene, found in mothballs. All of these are known to be toxic, including chemicals that can cause cancer.

Enclosed workplace

To understand the meaning of enclosed workplace, it is important to firstly understand the meaning of a 'workplace'. Under the Occupational Safety and Health Act 1984 a 'workplace' means: a place, whether or not in an aircraft, ship, vehicle, building, or other structure, where employees or self-employed people work or are likely to be in the course of their work. A workplace is an 'enclosed workplace' if it has a ceiling or roof and is greater than 50% enclosed by walls, or other vertical structures or coverings.

Staff

All employers and employees.

Objectives

The objectives of Condingup Machinery Wreckers smoke-free workplace policy are:

- To protect all staff from exposure to ETS
 - To protect all staff from exposure to secondhand vapours
 - To consider the health and wellbeing of all staff by supporting smoking prevention and cessation
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Consultation

To assist in the development of Condingup Machinery Wreckers smoke-free workplace policy and to guide its implementation, a working group has been established.

Members of the Working Group are:

- Heath McDonald (director/owner)
- Justine McDonald (first aid officer/health & safety representative/administrative manager)
- Mark Greenhalgh (parts interpreter manager)

All employees who were employed at the time the policy was being written were consulted and their feedback sought throughout the policy development process via a staff survey.

Policy details

The Condingup Machinery Wreckers smoke-free workplace policy is effective from 1st September 2022, and applies to all persons including staff and visitors to the workplace. The addition of e-cigarette use was implemented on 1st June 2023.

Non-smoking provision

Smoking / vaping is prohibited in all indoor areas and within 5 metres of any entrance of any workplace owned or leased by Condingup Machinery Wreckers and is restricted to designated outdoor areas. Smoking / vaping is prohibited in all vehicles owned or leased by Condingup Machinery Wreckers.

Smoking / vaping is only permitted in the designated outdoor smoking area during award meal breaks and scheduled rest periods. The designated outdoor smoking area is located at the rear of the machining workshop under the tree and is signed by a 'Designated Smoking Area' sign.

Signage shall be erected and maintained at all site and building entrances and in vehicles owned or leased by Condingup Machinery Wreckers to clearly identify areas where smoking / vaping is and is not permitted.

Condingup Machinery Wreckers staff members are not permitted to smoke or vape when they are acting in an official capacity off-site.

Staff will be informed of this smoke-free workplace policy through internal communication channels e.g. on the staff noticeboard in the smoko room, on the noticeboard in the office, email alerts, and on our website. All company recruitment advertisements will state that Condingup Machinery Wreckers is a smoke-free organisation. All company correspondence for staff and visitors will promote the smoke-free message.

Compliance strategy

Managers and supervisors are responsible for ensuring compliance with this smoke-free workplace policy for areas and personnel under their responsibility. All staff are responsible for ensuring visitors comply with this policy. Any staff member or visitor who is in breach of this policy will be requested to stop and be reminded of their responsibilities under this policy. Staff members who continue to breach this policy will be subject to disciplinary action. Visitors who refuse to comply with this policy will be asked to leave.

Periodic review

This smoke-free workplace policy will be reviewed annually.

Date of policy amendment: 1st June 2023

Date of last review: 18th August 2023

Date of next review: 18th August 2024