



C 39/1

POLICY REGISTER

Subject: Council Administration Centre – Smoke Free Premises

	<i>Current</i>	<i>Previous</i>	<i>Prior</i>	<i>Prior</i>
Minute No:	195			
Meeting Date Adopted:	20/06/05			

Review Date:	May 2007
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POLICY

Introduction

The aim of this policy is to create smoke free premises in and around the Council Administration Centre, 157 Maitland Street Muswellbrook.

PRIMARY RESPONSIBILITY: Management and all Staff

TERMS

Premises

premises includes any place, and in particular includes:

- (a) any land, building or part of any building, or
- (b) any vehicle, vessel or aircraft, or
- (c) any installation on land, on the bed of any waters or floating on any waters, or
- (d) any tent or moveable structure.

Place of work

Place of work means premises where persons work.

Council official

Council official includes councillors, members of staff of council and delegates of council

POLICY STATEMENT

Muswellbrook Shire Council is committed to ensuring that all responsibilities under the Occupational Health and Safety legislation are undertaken and take all reasonable steps to provide council officials and visitors with a safe place to work and visit.
(Council reserves the right to review, vary or revoke this policy)

ISSUES TO CONSIDER

Hazards of Tobacco Smoking

The medical evidence clearly establishes that tobacco smoke, either directly inhaled or indirectly inhaled (passive) is a serious health hazard. The Council is therefore committed to introduce policies to eliminate the involuntary exposure of council officials and visitors to the hazard.

Community attitudes

Community attitudes towards smoking have changed in recent times. There is strong community acceptance of restrictions on workplace smoking.

Legal use of tobacco

In adopting a policy for control of the hazard associated with tobacco smoke the Council recognizes that for council officials and visitors the purchase and use of tobacco is not an illegal activity. Therefore any policy must recognize, and accept, that it ought not to seek to unduly restrict an activity that is legal.

While recognizing that tobacco smoking is legal, council officials and visitors who voluntarily use tobacco products should not impose used cigarette emissions on non-smokers in the place of work.

GENERAL PRINCIPLES

Smoke free place of work

The Council has adopted the following principles;

- All council officials and visitors are entitled to a smoke free place of work.
- Smoking is prohibited in the Council Administration Building.
- Smoking is prohibited in all council vehicles.

Adjacent to building

Adjacent to building means the smoking activity is not in the physical proximity of the building which;

- Require people using the entrance or exit to pass through the tobacco smoke emission
- Allows tobacco smoke to enter the building.

The specific areas adjacent to the building where smoking is prohibited are shown on the attached diagram. The areas are described as:

Muswellbrook Shire Council

- Front entry between car park and building.
- Staff entry between car park and entry door.
- Paved area outside councillors room.

Fire hazard

The use of tobacco in premises is recognized to be a serious fire hazard. Tobacco smoking is not permitted adjacent to any outdoor area where there are combustibles or flammables.

Environmental degradation

Discarded cigarette butts are not only visually unpleasant, they also degrade the environment and require resources to clean the area. The littering of Council grounds by cigarette butts is an unacceptable and unlawful practice as set by the Protection of the Environment Operations Act 1997

IMPLEMENTATION AND RESPONSIBILITIES:

Particular attention will be given to ensure that;

- all council officials, regular visitors and other authorized persons are fully aware of the policy and their obligations.
- Consultation will be held to assist people with the implementation of the policy.
- management is aware of its responsibility to ensure the policy is fully enforced.
- complaints with regard to alleged breaches of the policy are dealt with in an expeditious manner.
- it is, in the first instance, the responsibility of managers to seek to resolve any breaches of the policy.
- appropriate signage will be provided to advise people of the smoke free areas and receptacles will be provided for disposal of cigarette butts.

SOCIAL FUNCTIONS

The policy applies to any social functions held at the Administration Centre.

USE OF BUILDING BY GROUPS

Users of the Administration Centre are to be advised of Councils policy at the time of booking facilities. Prior to commencement of use, the responsible person will be required to advise those present of Councils policy.

Failure to enforce the policy may result in the group being asked to vacate the building.

RELEVANT LEGISLATION

Occupational Health and Safety Act 2000 No 40

Local Government Act 1993

Protection of the Environment Operations Act 1997

RELATED POLICIES

Occupational Health & Safety: Alcohol And Other Drugs S5/4
Council premises – Smoke free premises C39/2
Recruitment Policy

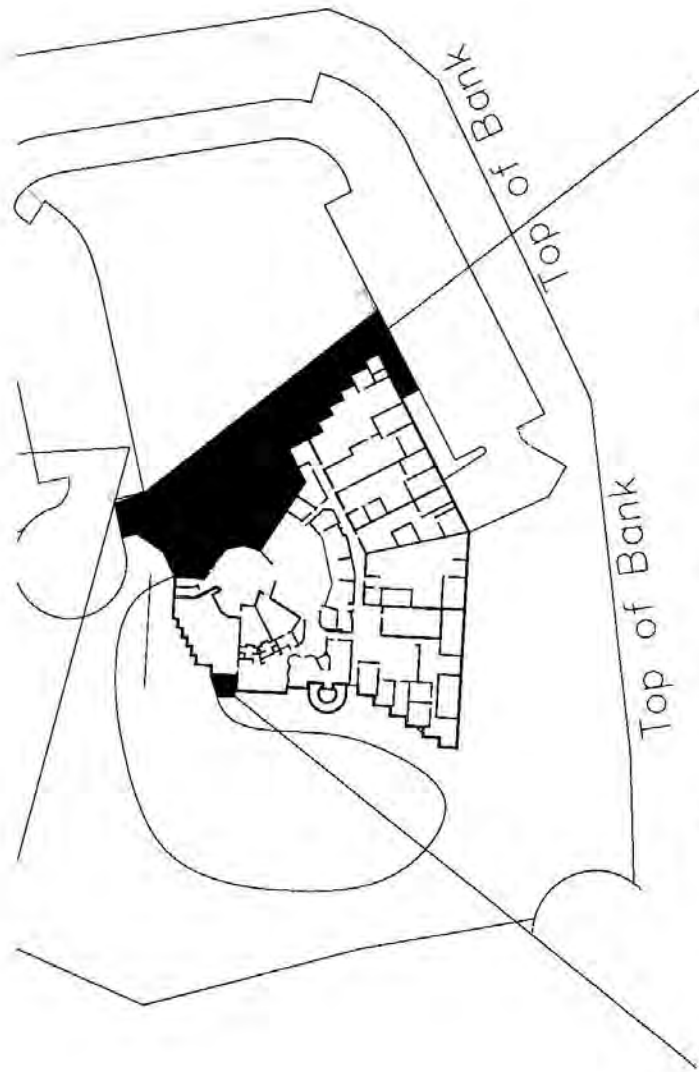
EVALUATION

The effectiveness of this policy will be measured by no complaints regarding smoking in smoke free areas.

FURTHER INFORMATION

Council's Code of Conduct
Contact: Human Resources

Administration Centre & Car parking Area



Smoke Free Zones