

NHULUNBUY CORPORATION LIMITED

SMOKE FREE POLICY
POL-028-SMOKE



YEAR 2014

1. INTRODUCTION

Environmental tobacco smoke (breathing other people's tobacco smoke), commonly known as passive smoking or Second Hand Smoke (SHS), is harmful to our health and increases our risk of cancers and disease. It can trigger asthma attacks and headaches. Nhulunbuy Corporation Limited has a duty of care to the health and safety of their employees and of others who may be affected by acts in the workplace.

Nhulunbuy Corporation Limited also has a duty of care to act safely and maintain a safe environment.

This Policy is not an anti-smoking campaign, but rather it informs where and when smoking may occur within areas under Nhulunbuy Corporation's control.

2. POLICY OBJECTIVES

- 2.1. Nhulunbuy Corporation Ltd aims to achieve a smoke free workplace to protect all employees, contractors, clients and visitors from the effects of environmental tobacco smoke. These workplaces will become smoke free by 1 September 2014.
- 2.2. Protect the health of all employees, contractors, clients, visitors, and members of the community.
- 2.3. De-normalise smoking in the workplace.

3. POLICY STATEMENT

3.1. Management

1. Smoking is banned in all indoor workplace areas including vehicles and all outdoor areas other than those areas designated as smoking areas under this policy.

Smoking will be allowed in the following designated outdoor areas only:

- Administration Office – The designated area on lot 10 where seating and a smoking bin has been provided.
- Depot – On the grassed area behind the amenities block.
- Airport Office – Undercover carport, 3 metres away from any door or air conditioning inlet.
- Airport Terminal – Area behind sewerage works (right hand side of terminal).

Bins / ashtrays in these areas are to be used for cigarette butts.

2. Employees will be given the opportunity to attend a meeting to discuss the implementation of the Smoke Free Policy.
3. The policy applies to all staff, contractors, visitors and clients while on the premises of the Nhulunbuy Corporation Ltd.

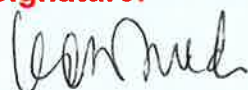

4. The responsibility for enforcing the policy rests with managers and supervisors of the Nhulunbuy Corporation Ltd and their nominated parties.
5. Professional help, including QUIT smoking advice and information, is available for staff that may require assistance to adapt to the policy. For further information contact the QUIT line on 137 848.
6. Staff adherence to the Smoke Free Policy is a condition of employment. Breaches of this policy will lead to disciplinary procedures being applied. Employees who fail to comply with this policy may be liable to a fine under the Workplace Health and Safety Act 2007 and the Tobacco Control Act 2002.

4. IMPLEMENTATION TIMEFRAME

This Policy will be implemented over a 3 month consultation period following date of adoption.

5. REVIEW OF POLICY

This policy will be reviewed in **December 2015**.

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| Dated: 18/6/14 | Director's Name (Print Name): STANDE, LEON | Signature:  |
| Town Administrator's Name (Print Name): Shawn Kidner | | Signature:  |