

**nhulunbuy** corporation

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# **CO12 SMOKE FREE POLICY**

<b>Title</b>	<b>Smoke Free Policy</b>
<b>Policy number</b>	CO12
<b>Type</b>	Personnel
<b>Owner</b>	Chief Executive Officer
<b>Responsible Officer</b>	Manager, Corporate and Community Services
<b>Approval date</b>	20 July 2016
<b>Next review date</b>	20 July 2018

### 1. Purpose

This policy establishes smoke-free areas on Nhulunbuy Corporation-managed property and within Nhulunbuy Corporation-owned infrastructure with a view to improving the health of Corporation staff and members of the community.

### 2. Scope

This policy applies to all employees of the Nhulunbuy Corporation, customers, visitors, volunteers and contractors when on Nhulunbuy Corporation-managed property and within Nhulunbuy Corporation-owned infrastructure.

### 3. Policy

This policy seeks to:

- Improve the health of Nhulunbuy Corporation employees and community members.
- Improve public amenity and maintenance of Nhulunbuy Corporation-managed and owned property and infrastructure.
- Raise community awareness of the issues associated with smoking.
- Provide community leadership in taking measures to protect the health and social well being of the community.
- Minimise cigarette butt pollution in Nhulunbuy Corporation-managed property, parks and other open space areas.

The Nhulunbuy Corporation aims to build a healthy work environment which protects the health and wellbeing of all employees, customers, visitors, volunteers and contractors. The Nhulunbuy Corporation operates in a non-smoking environment.

This policy recognises that the Nhulunbuy Corporation has:

- An obligation to promote public health outcomes where the Nhulunbuy Corporation provides assets and services intended to be of benefit to children and other members of the community.
- A commitment to improve the natural environment and the amenity of the local area by reducing the amount of cigarette butt litter found in outdoor spaces.
- An understanding that the damaging effects of passive smoking while well documented in regard to indoor areas, is also beginning to emerge in regard to outdoor areas.
- An acknowledgement that the indirect effects of people smoking in an outdoor area can result in children playing with and swallowing discarded cigarette butts, cigarette-derived particles accumulating on clothing and skin and smoking causing sensory irritations such as eye watering, coughing, difficulty in breathing or asthma.

The Nhulunbuy Corporation adopts the following policy banning smoking within Corporation-managed property and infrastructure:

1. Within ten metres of all children’s playground equipment.
2. On all playing fields, sporting grounds and sporting facilities – including the Nhulunbuy Aquatic Centre.
3. Within ten metres of Nhulunbuy Corporation owned or managed buildings including balconies or covered areas of those buildings, but excluding staff accommodation provided for Corporation employees.
4. In all Nhulunbuy Corporation-managed parks and reserves.
5. In all Nhulunbuy Corporation vehicles, plant and equipment.

Failure to adhere to the above will result in internal disciplinary action for Nhulunbuy Corporation employees or police enforcement action where appropriate for members of the public.

**Nhulunbuy Corporation employees**

While the Nhulunbuy Corporation may make areas available to smokers, it in no way has any legal responsibility to do so. Employees who choose to use these areas do so at their own risk.

There are no fixed smoke breaks for employees and smoking must not impact on the employee’s performance. It is at each Manager’s discretion as to if/when employees may take smoke breaks outside designated break times. It is the employee’s responsibility to ensure that any time taken for a smoke break is deducted from designated break times.

Under no circumstances will an employee be permitted to smoke whilst undertaking work-related activities.

Smokers and users of tobacco products must dispose of the remains in the provided containers. If butts are not disposed of correctly, employees run the risk of incurring a fine for littering and having their designated smoking areas removed from Nhulunbuy Corporation sites.


Employees will be informed of where the designated smoking areas (if available) are upon commencement and in the New Employee Induction Manual.

Professional help, including QUIT smoking advice and information, is available for staff that may require assistance quit smoking. For further information contact the QUIT line on 137 848.

Staff adherence to the Smoke Free Policy is a condition of employment. Breaches of this policy will lead to disciplinary procedures being applied.

**4. Review process**

This policy will be reviewed two years from the date of adoption.

<b>Date</b> 20/7/16	<b>Director (Name)</b> CRAIG WALTERS	<b>Signature</b> 
<b>Chief Executive Officer (Name)</b> ANGELA MacMILLAN		<b>Signature</b> 