

<b>POL</b>	<b>SMOKE-FREE COUNCIL</b>	<b>SC43</b>
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<b>POLICY CODE:</b>	SC43
<b>DIRECTORATE:</b>	Planning & Development
<b>BUSINESS UNIT:</b>	Development Services
<b>SERVICE UNIT:</b>	Health Services
<b>RESPONSIBLE OFFICER:</b>	Manager, Health Services
<b>FILE NO.:</b>	086/001
<b>DATE FIRST ADOPTED:</b>	14 August 2008
<b>DATE LAST REVIEWED:</b>	12 December 2013
<b>ATTACHMENTS:</b>	N/A
<b>DELEGATED AUTHORITY REF.:</b>	N/A
<b>VERSION NO.</b>	2

<b>Dates of Amendments / Reviews:</b>	
DAPPS Meeting:	17 July 2008 22 March 2012 28 November 2013
OCM:	14 August 2008 12 April 2012

## **BACKGROUND:**

On 14 February 2008, Council resolved to implement a Tobacco Action plan with three key objectives/actions including the implementation of Smoke Free Policies in public places under Council jurisdiction. While the Smoke Free Environment Policy protects the community from the exposure to environmental tobacco smoke, the City of Cockburn must set an example to the community.

The Occupational Safety and Health Act 1984 (WA) provides, amongst other things, that an employer must ensure the health, safety and welfare at work of all the employees of the employer. This duty extends to ensuring that any premises controlled by the employer where the employees work (and the means of access to or exit from the premises) are safe and without risks to health and ensuring that systems of work and the working environment of the employees are safe and without risks to health.

The City of Cockburn recognises that exposure to environmental tobacco smoke has been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and health conditions.

This policy is consistent with the Australian National Occupational Health & Safety Commission (NOHSC) Guidance Note on the Elimination of Environmental Tobacco Smoke in the Workplace, the Australian National Tobacco Strategy 2004-2009 (NTS), the (Draft) WA Tobacco Action Plan 2007-2010 (WA TAP), and the World Health Organisation (WHO) recommendation that all health care premises and their immediate surroundings should be smoke free and that health staff should, where appropriate, be provided with assistance to cease smoking

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## **PURPOSE:**

The purpose of this Policy is to:

1. Reduce Council employees' exposure to environmental tobacco smoke in the workplace.
2. Provide services and support to employees that would like assistance to quit smoking.
3. Ensure potential and new employees of the City of Cockburn are made aware of the smoke free initiatives undertaken by the City.
4. Set an example to the community and other businesses within the City of Cockburn.

## **POLICY:**

The City of Cockburn supports the creation of a smoke free Council through the following measures:

- (1) Council Offices grounds be designated as a Smoke Free Area. This includes the building and any area within the City of Cockburn offices land, such as the car parks, outside the building and all green areas.
- (2) Vehicles that are the property of the City of Cockburn to have a 'this car is smoke free' sticker placed in a prominent place.
- (3) Appropriate disposal/ash-bins to be installed at access points to Council Office grounds (e.g. at the foot of the car park steps) and at other appropriate locations to ensure proper disposal of smoking paraphernalia.
- (4) Ensure appropriate signage/stickers is erected at the entrance to and within all Council owned enclosed public places, which clearly states smoking is prohibited within the building, and includes the internationally recognized no smoking symbol.
- (5) Job advertisements to state that the City of Cockburn offers a smoke-free work environment.
- (6) Letter of acceptance for contract of employment at the City of Cockburn to include information regarding the Council offices grounds, Council owned buildings, and vehicles being smoke-free.
- (7) Council buildings that are leased, licensed or hired by Council will have smoke-free clauses inserted into their agreements for use.
- (8) Assistance and support to nicotine dependant staff will be provided. This includes a free health assessment by 'Health on the Move'; access to the Fresh Start quit smoking course free of charge during work hours (courses

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organized by Health Services); and nicotine replacement therapy as approved by the CEO.

- (9) Council Officers that smoke within the municipality during work hours must smoke in discreet areas, and safely dispose of cigarette butts while working out of the office but within the City. Officers must also adhere to the signage in the public places outlined in the Smoke Free Environment Policy.
- (10) Tenders and contracts for work with the City of Cockburn will stipulate adherence to this Policy as a contractual condition