

Smoke-Free Workplace Policy



Version: 1.0

Last Amendment: N/A

Approved by: Executive/Library Council

Policy owner/sponsor: Director, Operations and Infrastructure & CFO

Policy Contact Officer: Senior WHS Consultant

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1. Summary

Under the *Smoke-Free Environment Act 2000*, no smoking is allowed within four metres of the entrance to a public building. *Health NSW: Smoke Free Guide* specifically defines a Library as a public building. This ensures minimum exposure of both workers and clients to environmental tobacco smoke.

Research has proven that tobacco smoking is the single largest preventable cause of premature death and disease in Australia. This research indicates that long-term exposure to environmental tobacco smoke can cause heart disease and lung cancer. It can also trigger asthma attacks and other respiratory symptoms such as sore throat, hoarseness, nasal symptoms and chronic cough.

The purpose of this policy is to ensure that the risks to health associated with environmental tobacco smoke are eliminated and to provide direction to State Library of NSW (The Library) workers concerning the smoking of tobacco on the Library's premises and workplaces.

2. Policy statement

The Library aims to consult with workers to ensure their comfort, health and wellbeing in the safest possible environment.

The Library is committed to:

- the protection of all workers and clients from the health risks associated with exposure to tobacco smoke including the dangers associated with the inhalation of environmental tobacco smoke or passive smoking;
- directing workers, clients and members of the public to smoke away from:
 - entrances to the workplace,
 - pedestrian traffic alongside the workplace,
 - any window or air conditioning intakes.
- Smoking will not be permitted anywhere within the precinct or surrounds of the Library.

3. Legislative and Policy Framework

Legislation

- *NSW Smoke - Free Environment Act 2000*
- *NSW Smoke - Free Environment Regulation 2007*
- *Work Health and Safety Act 2011*
- *Public Health (Tobacco) Act 2008*
- *Public Health (Tobacco) Regulation 2009*
- *Public Health (Tobacco) Amendment (E-cigarettes) Bill 2015*

Related Policy

- Safe Work Australia Guidance note on the Elimination of Environmental Tobacco Smoke (2003)
- Health NSW Smoke-Free Guide: No Smoking within 4 metres of a pedestrian access point to a building.
- State Library Work Health and Safety Policy
- State Library of NSW Code of Ethics and Conduct

4. Definitions

Worker can be an employee, contractor or subcontractor, labour hire employee, outworker, work experience student or volunteer.

Passive smoking means inhaling Environmental Tobacco Smoke (ETS). ETS is the complex mixture of chemicals and particles released into the air whenever someone smokes a cigarette, cigar or pipe.

Electronic cigarettes (or e-cigarettes) are battery powered devices which heat liquid (also called e-liquid) into an aerosol which is inhaled into a person's lungs. The aerosol is often called 'vapour'. E-cigarettes are considered to be the same as tobacco products for the purpose of this policy.

Precinct of the State Library is all building structures, the Domain walkway, the paved area on Macquarie Street around Matthew Flinders statue and the steps in Shakespeare Place.

Surrounds of the Building includes the forecourt in Shakespeare Place and the lawn and car park on the eastern side of the building facing the Domain.

5. Responsibilities

Under this Policy the following individuals and groups have responsibilities:

5.1 Executive Committee & Managers

- ensure that the work areas under their control are smoke-free;
- will distribute the policy and providing information as appropriate;
- will advise staff of their obligations not to smoke in designated smoke free areas;
- will ensure regular clients and visitors to the workplace are aware of the policy.

5.2 Workers

- must comply with the requirements in this policy and encourage and support other workers who wish to stop smoking.

5.3 Library Clients and Members of the Public

- must comply with the requirements of this policy;
- must follow a direction by Library Security staff to cease smoking;
- passing through the Library's precinct or surrounds can smoke whilst in transit but must not stop.

5.4 Facilities & Built Infrastructure

- will organise appropriate and prominent placement of 'No Smoking' signs on Library worksites as required by the *Smoke - Free Environment Act, 2000*.

5.5 Security

- will inform all worker, clients and members of the public of the smoking restrictions in and around the Library grounds and if observed to be smoking, ask them to move away.

5.6 Human Resources Branch:

- will disseminate information regarding this policy to new workers through induction;
- will refer staff to 'Quit Smoking' programs;
- will review and revise this Policy as required.

6. Procedures

6.1 Smoking Areas

The Library requires all its workers who wish to smoke to move away from the building precinct and its surrounds. Workers & clients are not permitted to smoke within four metres of an entrance to the building or the café. This relates to all buildings occupied by the Library. This requirement will minimise the risk of injury to workers or clients from the effects of passive smoking.

6.2 Smoking in designated breaks

Smoking can only take place during designated breaks, providing that discharge of client business is not affected.

6.3 Resolving a smoking related issue

Any issue involving smoking in or around the workplace should be reported on the branch manager, who will report the matter to Security.

If a manager believes that an employee's absence from the workplace is excessive and/or affecting their work performance, managerial action may be considered.

6.4 Members of the Public

If a client of the Library or a member of the public is observed smoking in the precinct or surrounds of Library Buildings, this matter should be reported to Library Security. Under no circumstances should a staff member intervene.

7. Approval

This policy was approved by NSW State Librarian & CE/Executive on 16 December 2016 for implementation on 01 January 2016.

8. Implementation

This policy is implemented on 1 January 2016. This date will allow appropriate time to erect signage and communicate with staff.

Signage

Signs will be displayed at the entrances to Library buildings, café and other areas deemed to be smoke free-areas in accordance with the *Smoke - Free Environment Regulation 2000*.

Employee Assistance Program (EAP) and Quitline

Anyone who requires support and assistance during this period are encouraged to access the Library's Employee Assistance Program. The provider is OPTUM and can be contacted on 1300 361 008.

Free professional help to assist workers who wish to stop smoking is also available through Quitline (a telephone advisory service available by calling 137 848).

9. Related Policy

This policy is related to the State Library WHS Policy.

10. Prepared by:

Senior WHS Consultant
30 November 2015

11. Document History and Version Control

Version	Date approved	Approved by	Brief description
1.0	16/12/2015	State Librarian & Chief Executive	First release