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## Smoke Free Workplace Policy

<b>REFERENCE NUMBER:</b>	<b>Policy 50 (P-50)</b>
<b>ORGANISATION UNIT:</b>	<b>Corporate Services</b>
<b>RESPONSIBLE POSITION:</b>	<b>Director Finance and Corporate Services</b>
<b>RELEVANT DELEGATIONS:</b>	<b>Chief Executive Officer</b>
<b>DATE ADOPTED:</b>	<b>December 2014 (CRN 143/2014)</b>
<b>REVIEW DATE:</b> Three years	<b>December 2017</b>

### Objectives:

- To promote the Health and Safety of Regional Council Workers and PCBUs (Person/s Conducting a Business or Undertaking) within all CDRC's Service Delivery Centres/workplaces by minimising the risks associated with smoking and exposure to passive smoking in the workplace.
- To raise awareness of Work Health and Safety through training and education.

### Legislation and Reference:

- NT Work Health and Safety (National Uniform Legislation) Act 2011
- Central Desert Regional Council Work Health and Safety Policy and Procedures.
- CDRC Enterprise Agreement.

### Scope:

This Policy applies to all Central Desert Regional Council's workers (includes employees, a contractor, a subcontractor, an employee of contractor or subcontractor, an employee of a labour hire company, an outworker, an apprentice, a trainee, a student gaining work experience, or even a volunteer) and other persons (visitors such as customers and clients, relatives and associates of workers and trespassers) at Council controlled facilities and workplaces.

### Policy:

1. Smoking is banned in:
  - All Central Desert Regional Council's buildings,
  - Inside employer provided accommodation/shared accommodation,
  - Central Desert Regional Council vehicles,
  - And all designated Council controlled outdoor areas that are identified as non smoking.
2. Designated Smoking Areas:
  - Central Desert Regional Council operates in a non-smoking environment.
  - Council will encourage and support options for employees to quit smoking.



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- Central Desert Regional Council will inform new workers and other persons of the designated smoking areas: These designated areas will differ from location to location.
  - Smoking is only permitted in these designated smoking areas during authorised break times.
  - It is the responsibility of the workplace participants using these areas to ensure that cigarette butts and other litter are disposed of properly using the receptacles provided.
3. Breaches. All workplace participants are required to comply with this Policy at all times. If a workplace participant breaches this Policy they may be subjected to disciplinary action. In serious cases this may include termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Central Desert Regional Council terminated or not renewed.

**History:**

Originally adopted: October 2012 (424/2012).