**PURPOSE**

To provide guidance in the management of smoking in the workplace and ensuring smoking does not impact on the health to workers, visitors, volunteers, contractors and the wider community.

**RESPONSIBILITIES**

**Persons Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable:**

* that smoking in and around the workplace does not create a risk to their own or anyone’s health and safety
* risks are managed by identifying the hazards, assessing the risks and taking action to eliminate or control them.

**Officers**

Officers must exercise due diligence to ensure that the PCBU meets their responsibilities as above.

**Workers must:**

* take reasonable care for own safety and avoid adversely affecting the health and safety of others through any act or omission
* be provided with the opportunity to participate in consultation
* comply with all reasonable instructions and procedures in relation to smoking.

**DEFINITIONS**

Definitions of terms can be found on the Catholic Safety website or via this link [here](http://cshwsa.org.au/definitions/).

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| **INFORMATION** |
| Under proposed changes to the Tobacco Products Regulation Act 1997, electronic cigarettes (e-cigarettes) will be regulated in South Australia. It is expected that the new laws will come into effect in the first quarter of 2019.  <https://www.legislation.sa.gov.au/LZ/C/A/Tobacco%20Products%20Regulation%20Act%201997.aspx> |

**ACTIONS**

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| **IDENTIFY** | |
| Smoke Free Areas | Areas that are smoke free under legislation include:   * Outdoor dining areas * Vehicles when a child under 16 years is present * Enclosed public areas and workplaces * Playgrounds * Public transport waiting areas * Declared smoke free outdoor areas and events.   For information on a smoke free workplace refer to Department of Health website [www.tobaccolaws.sa.gov.au](http://www.tobaccolaws.sa.gov.au/Default.aspx?tabid=126). |
| Consultation | Consultation must occur with workers to identify approved smoking areas |
| **ASSESS** | |
| Risk Assessment | * Designated smoking area located on the premises shall be determined by a risk assessment. * Instruct/inform new workers, visitors, contractors of smoking procedure. |
| **CONTROLS** | |
| Signage | * Provide appropriate signage indicating “no smoking”/“prohibited area”/“designated smoking area” as identified in the risk assessment. * Display signs in prominent positions. * Maintain all signage. |
| Vehicle | No smoking is permitted in any vehicle used for work purposes, this includes: CarCenta Fleet Vehicles, delivery vehicles at all times; private vehicles when transporting others for work purposes. |
| Support Programs | PCBU’s may provide information regarding support programs (e.g. [Quit SA](http://www.cancersa.org.au/quitline)). |
| **INFORMATION, INSTRUCTION AND TRAINING** | |
|  | Inform workers of this procedure at induction. |
| **DOCUMENT CONTROL** | |
|  | Retain all documentation as per Document Control Procedure 24. |
| **MONITOR AND REVIEW** | |
|  | This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per the CCSM Audit Procedure 7. |

**RELATED DOCUMENTS**

**External Documents**

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations (SA) 2012

Tobacco Products Regulations Act 1997

Tobacco Products Regulations 2004

Government of South Australia SA Health

Quit SA

[https://www.safework.sa.gov.au/health-safety/health-wellbeing/alcohol-smoking-drugs/smoking#](https://www.safework.sa.gov.au/health-safety/health-wellbeing/alcohol-smoking-drugs/smoking)

**Internal Documents**

Work Health & Safety and Injury Management Policy

CSH&WSA Hazard Management Procedure No 14.

**APPENDICES**

Nil

**FORMS**

Nil

**VERSION CONTROL AND CHANGE HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Approved By** | **Approved Date** | **Reason for Development of Review** | **Review Date** |
| 5 | Sector Forums | 2013 | Legislation – New WHS Act | 2016 |
| **April 2015 – Document consolidated across CCES sectors** | | | | |
| V1 | Executive Manager CSHW | 29/05/2015 | Procedure consolidation and Review | 2018 |
| V2 |  |  |  |  |

**Approved for Publication: Date:**

**Kathy Grieve**