

5.08 Smoke-free Policy

Purpose

AGA is committed to providing Apprentices, Trainees, Students, Visitors, Volunteers and Contractors (Stakeholders) and Staff with a productive, safe and healthy working and learning environment that reduces exposure to potential hazards affecting their wellbeing.

In this context, AGA is transitioning from July 2017 to a smoke free environment for all AGA Stakeholders and Staff attending AGA sites.

This will reduce potential harm from passive smoke and encourages a more sustainable environment that promotes an organisational commitment to well-being.

Scope

This policy applies to:

- AGA Staff
- AGA's nominated Stakeholders
- AGA owned and controlled vehicles; and
- AGA owned sites and facilities

This policy does not apply to:

- Non-AGA Staff
- Sites and Facilities not under the direct control of AGA. Where AGA operates business activities on these sites and facilities, Staff and Stakeholders are to refrain from smoking on these sites in line with the intent of this policy.

Definitions

No Smoking Sign - means a sign that contains— a no smoking symbol in the form of a circle and diagonal line printed in red over a depiction of a cigarette and smoke printed in black, or other symbol that clearly indicates that smoking is not permitted, with the symbol being at least 70mm in height; and the phrase "No Smoking" or "Smoking Prohibited", or other wording that clearly indicates that smoking is not permitted, in letters that are at least 20mm in height;

Premises - premises includes any part of premises and includes a vehicle or vessel and a permanent or temporary structure

'Enclosed' means an area, room or premises that is substantially enclosed by a roof and walls, regardless of whether the roof or walls or any part of them are permanent, temporary, open or closed.

Policy

Non Smoking Provisions

Smoking is prohibited in all indoor and outdoor areas of any sites and facilities owned by AGA. There will be no designated smoking areas on any of these sites or grounds.

Vehicles

Smoking is prohibited inside all vehicles owned or leased by AGA.

Use of e-cigarettes

The Department of Health's Therapeutic Goods Administration (TGA) does not consider e-cigarettes to be a safe nicotine delivery system or smoking cessation strategy. Therefore their use is also prohibited under this policy.

COMPLIANCE STRATEGY

Managers and supervisors are responsible for ensuring compliance with this smoke-free workplace policy for areas and personnel under their responsibility. Staff are responsible for ensuring visitors comply with this policy.

Any staff member or visitor who is in breach of this policy will be requested to stop, and reminded of their responsibilities under this policy. Staff who continue to breach this policy will be subject to disciplinary action. Visitors who refuse to comply with this policy may be asked to leave.

Support for Smokers

AGA recognizes that Staff and Stakeholders may require assistance to quit smoking. We encourage those who are considering quitting smoking to:

- contact their doctor or medical centre if they are considering quitting; or
- seek professional assistance through the following advisory services:

Quitline Ph: 13 78 48 Website: <https://www.quit.org.au/>

Cancer Council Ph: 13 11 20 Website; <https://www.cancer.org.au/>

Responsible Persons

- Managers
- Coordinators
- Trainers

Reference

- OHS ACT 2004
- OHS Regulations 2007
- Tobacco ACT 1987
- Quit Helpline
- Cancer Council

Policy Approved by: Chief Executive Officer

Distributed to: All staff via the Intranet (<https://intranet.intowork.com.au/intranet>)

Approved by: Mark Knox

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