



## Policy on Smoking in the Workplace

There is irrefutable evidence that passive smoking can cause an increase in the risk of lung cancer and has acute irritant effects on the eyes, throat and respiratory tract, and can aggravate asthma. Research also suggests a possible link with heart disease and dangers to the unborn child. Evidence shows that ventilation does not provide a solution to eliminating the health risks associated with secondhand smoke. From 1 July 2007, the Health Act 2006 protects all people in virtually all enclosed\* or substantially enclosed\*\* public places, workplaces, public vehicles and work vehicles, from the harmful effects of secondhand smoke.

Although electronic cigarettes contain nicotine but no tar, it is assumed that they are less harmful than tobacco products. However until extensive long term research proves conclusively that electronic cigarettes/vaping are not harmful to the user, or to other persons who may inhale the expired vapour, the use of electronic/vapour cigarettes shall be treated the same as smoking cigarettes or other tobacco products, and we request that any person on site will use electronic cigarettes/vape outside.

The definitions of enclosed and substantially enclosed spaces are:

**\*Enclosed** - Premises will be considered to be enclosed if they have a ceiling or roof and, except for doors, windows or passageways, are wholly enclosed, whether on a permanent or temporary basis.

**\*\*Substantially Enclosed** - Premises will be considered to be substantially enclosed if they have a ceiling or roof, but have an opening in the walls, which is less than half of the total area of the walls. The area of the opening does not include doors, windows or any other fittings that can be opened or shut.

From 1 July 2007 it is an offence:

- To smoke in smokefree premises or vehicles;
- For those who control or manage smokefree premises or vehicles to fail to prevent smoking in the premises or vehicle; or
- For people who occupy or manage smokefree premises or vehicles to not display the required no-smoking signs at the premises or within the vehicle.

The Health Act 2006 gives local councils and port authorities powers to issue penalties and fines to employers and employees/visitors if they commit an offence.

### **Where can you smoke, use e-cigarettes/vape at ASA?**

The smoking area at ASA is to the rear of the premises, where a suitable receptacle is provided to extinguish your cigarettes and dispose of the discarded cigarette butts.

For those persons who wish to use electronic cigarettes/vape, they may either use this area to the rear of the premises, if no tobacco smoking is occurring or when no smokers work at ASA to use the facilities, alternatively they may stand to the side of the building to prevent second hand smoke.

### Employer's responsibilities

1. You must communicate the smoking policy to all employees and visitors to the premises.
2. You must display the appropriate signage at all entrances to your premises and in any company vehicles.
3. Where smoking is allowed outdoors on site you must provide clearly designated smoking areas and a suitable container in each of the designated areas for safe disposal of butts.
4. You must take disciplinary action against any employees that do not comply with this policy.
5. You must give full consideration to offering support for employees who wish to give up smoking.

### Employees, contractors and visitors responsibilities

1. You must comply with the legislation.
2. You should support visitors and advise them where they are able to smoke when working at ASA.
3. It is your duty to report to the employer anyone who is breaking the law, whether they are an employee or a visitor.
4. You must comply with any site rules on smoking i.e. only smoke in designated areas and use the containers provided to dispose of butts.

Authorised by:



Date:

7-6-19

Print Name:

S JOHNSON

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