

1 PURPOSE

As an employer, GWMWater has a duty, under the *Victorian Occupational Health and Safety Act 2004*, to provide a safe working environment and to protect the health of all employees from illness or injury arising from the workplace. To protect the health of all employees from the ill effects of tobacco and E cigarette smoke at work, GWMWater has adopted a policy of providing a smoke free workplace.

2 SCOPE

This policy applies to all employees, contractors, customers, the public or any other persons having contact with the Corporation or on the Corporation's premises

3 METHOD

Individuals are responsible to ensure that they adhere to this policy so that the health of their co-workers, contractors, public or customers is not exposed to a smoking related risk.

Supervisors are responsible to ensure their staff adhere to this policy. Additionally Supervisors are required to:

- a) Promote this Policy in a positive and sensitive manner
- b) Provide assistance and support to those staff who smoke
- c) Serve as the contact for staff wishing to discuss the policy, its implementation, infringements or complaints
- d) Monitor policy implementation and staff compliance
- e) Ensure no persons are allowed to smoke within four metres of an opening into a GWMWater premises

3.1 Assistance for Smokers

Any staff member who is interested in quitting smoking is invited to collect some free self-help information, available from People and Culture or contact Quit Victoria for assistance <https://www.quit.org.au/or> call 137848.

3.2 Discipline

Contravention of this policy is considered to be an act of serious misconduct and a breach of the *Victorian Occupational Health and Safety Act 2004* which may adversely affect your own health as well as that of other staff members. Supervisors will address any contravention of this policy in line with the Managing and Investigation Misconduct Procedure and Discipline Procedure

4 RELATED LEGISLATION

- a) *Victorian Occupational Health and Safety Act 2004*
- b) *Victorian Tobacco Act 1987*

5 RELATED POLICIES AND PROCEDURES

- a) [Managing and Investigating Misconduct Procedure](#)
- b) [Disciplinary Action Procedure](#)

6 EXPECTED OUTCOMES

- a) This Policy will set the framework to maintain and smoke free work environment for all GWMWater employees.

7 DEFINITIONS

“Premises” shall mean:- All offices, depots, sheds, control buildings, installations, conference rooms, training rooms, meeting venues, staff rooms & areas, toilets, change rooms & amenities areas, lifts, stairways, entrances, lobbies, hallways, laboratories, all Corporation Vehicles including those hired leased or engaged for use by any staff member and any other enclosed location which could be deemed a workplace within the context of the *Occupational Health and Safety Act 2004*.

“Supervisor” shall mean:- Any staff member with direct responsibility for subordinate staff.

“Workplace” shall mean:- A place, whether or not in a building or structure, where employees or self – employed persons work.

“E cigarette” shall mean:- An electronic cigarette that simulates tobacco smoking. E cigarettes are a hand-held battery operated vaporizer and the user inhales vapour and using an E cigarette is called Vaping.