

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 48 – Smoke Free Work Environment

1. PURPOSE

This procedure defines requirements to minimise the risk of adverse health affects from tobacco smoke in the workplace.

2. MANDATORY REQUIREMENTS

1. Smoking in workplaces, including amenities areas (e.g. meal rooms, canteens, change rooms etc.) shall be restricted to designated smoking areas only.
2. Smoking shall be prohibited in all company vehicles and trucks (including lease / hire vehicles used on company business) whilst other passengers are in the vehicle.
3. Designated smoking areas shall be clearly identifiable and situated in well ventilated areas and shall be located where ;
 - they will not introduce tobacco smoke into normal work areas i.e. not under air-conditioning unit outlets or intakes;
 - there are no combustible materials which could present a fire hazard;
 - their location does not encourage introduction of ignition sources into any Flammable Areas;
 - adequate facilities are provided for safe collection of cigarette butts and other affiliated rubbish; and
 - adequate fire protection is located nearby i.e. a fire extinguisher.
4. Prospective employees shall be advised of smoking restrictions.
5. OHS&R training records shall be retained indefinitely.
6. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION