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| <b>Central Hawke's Bay District Council</b><br><br><b>SMOKE-FREE POLICY</b> | <b>POLICY MANUAL</b>  |             |
|   | <b>Document #</b>     | 1.14        |
|   | <b>Approved by:</b>   | Council     |
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## INTRODUCTION

The Council has a duty to ensure a safe environment for people on its premises. Council recognises that exposure to second-hand smoke is a significant health risk. Council has adopted a "Smoke-Free" Policy in accordance with the provisions of the Smoke-Free Environments Act 1990 (the Act) and the Smoke-Free Environments Amendment Act 2003.

Council will consider applications for financial assistance to support those staff wishing to give up smoking.

Council also plans to support the establishment of a Smoke-Free Outdoor Public Places Strategy. This will educate the public and send a positive message to our community that our children's health and the environment should be protected from the effects of smoking. This is an educational strategy and the public will be encouraged through appropriate signage and publicity to maintain a clean, healthy environment in areas deemed smoke-free.

The key areas will be -

- Council owned swimming pools and outdoor surrounds
- Council owned playgrounds and parks, including sport grounds and complexes.

## APPLICATION

This is a Council-wide policy and applies to all Council employees, Councillors, contractors, and visitors to any Council workplaces and vehicles.

## DEFINITIONS:

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

**Internal Area** (in relation to any premises): Any area within or on the premises, that when all its doors, windows and other closable openings are closed, is completely or substantially enclosed.

**Courtyard Areas** (in relation to any premises): Any area adjoining the premises, which is used for tea and lunch breaks etc.

## POLICY

Pursuant to the provisions of the Smoke-Free Environment Act 1990 and the Smoke-Free Environments Amendment Act 2003, smoking is not permitted at any time:

- a) in any internal area of Council workplaces including all offices and administration buildings, theatres and halls, libraries, CHB Settlers Museum and Onga Onga Museum, swimming pools and public conveniences, sheds and pump stations;
- b) in any vehicles owned, leased, or hired by or on behalf of the Council;

- c) within five metres of any external entrance to a Council owned facility/premises or windows or air ducts to an air conditioning/handling system; or
- d) in any adjoining staff courtyard area.

### **STAFF RESPONSIBILITIES**

- (a) Managers, Staff, Councillors, visitors, and contractors have a right and obligation to request a smoker to extinguish their cigarette and explain that Council have a Smoke-Free Policy.
- (b) Employees and those representing Council will not smoke any tobacco products while travelling in a Council vehicle.
- (c) All social events organised within Council owned/controlled premises must be smoke-free.
- (d) Staff who choose to smoke tobacco products must do so using their own time: i.e. during, and not in addition to, tea and lunch breaks.

### **COMPLAINTS PROCEDURE**

Any employee who is concerned that conditions of the Smoke-Free Policy are not being observed should discuss this with their Manager. The Manager will investigate the complaint and implement steps to rectify any problems identified as a result of the investigation.

### **COMPLIANCE**

Any breach of this Policy by employees may lead to disciplinary action.

### **References**

*Smoke-Free Environments Act 1990*

*Smoke-Free Environments Amendment Act 2003*

*Health & Safety in Employment Act 1992*