



Coffs Harbour Regional Landcare Smoke-free Workplace Policy

There is strong scientific evidence that passive smoking is hazardous to health. In accordance with its legal obligations to protect the health and safety of those who work, volunteer or visit Coffs Harbour Regional Landcare (CHRL) Office, Community Nursery and work sites, CHRL has developed this smoke-free workplace policy.

Smoking bans

Smoking is prohibited within the confines of CHRL office and CHRL Community Nursery.

In addition to this policy, because the CHRL nursery is on Department of Education inclosed lands, smoking is not permitted there at any time. Reference: **NSW Dept of Education Code of Conduct 2014:**

You must not smoke or permit smoking in any departmental buildings, enclosed area or on departmental grounds. This includes all buildings, gardens, sports fields, cars and car parks. Refer to Smoke Free Environment Act 2000.

Smoking outdoors at CHRL events or worksites

As an employer CHRL is required to ensure, as far as possible, that workers, volunteers and visitors to CHRL workplaces and worksites are not exposed to tobacco smoke.

As such, this policy requires that any staff member, volunteer or visitor to a CHRL organised activity who wishes to smoke must move at least 50m away from the site/activity and ensure that tobacco smoke is not impacting other staff, volunteers or visitors or through traffic.

Assistance to quit smoking

Professional help including quit smoking advice and information is available by contacting the Quitline on 13 78 48

Disciplinary procedures

Staff and volunteer adherence to this policy is a condition of employment and volunteering with CHRL.

It should be noted that employees who fail to look after the health and safety of other people by not complying with the policy can be personally liable for a fine of up to \$3,300 under the NSW *Occupational Health and Safety Act 2000*.

*CHRL Smoke-free Workplace
Policy
Adopted by CHRL Executive
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