

CP.10 Smoking & Vaping Policy

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.5384
<i>Resolution Date</i>	26 August 2025
<i>Next Scheduled Review</i>	August 2027
<i>Related Shire Documents</i>	Manage Inductions Procedure
<i>Related Legislation</i>	Work Health and Safety Act 2020 Tobacco Products Control Act 2006 Work Health and Safety (General) Regulations 2022

OBJECTIVE

This policy determines how the Shire of Northam will provide organisational support to reduce worker exposure to cigarette smoke and vaping by implementing appropriate controls and measures, in line with Australian Standards and Guidelines.

SCOPE

This applies to all Shire of Northam Council Members employees including contracted staff and volunteers, and visitors. This policy applies to all Shire of Northam controlled premises and any other areas in which employees may be exposed.

POLICY

The Shire of Northam has a duty of care under the Work Health and Safety Act 2020 and safety legislation to provide a safe healthy working environment for all employees. This includes but not limited to, all owned or lease buildings, structures, outdoor areas, grounds, car parks and vehicles.

The purpose of the smoking policy is to:

- Protect and prevent tobacco related health risks for all Council Members , employees, consumers, contractors and visitors to the Shire of Northam. To eliminate potential exposure of second-hand smoke, smoking and/or vaping will only be allowed in the marked designated areas provided by the Shire of Northam.

Smoking is also strictly prohibited:

- Areas or work sites which are signposted with prohibitive signs.
- Where there is a high fire risk.
- Within 10 metres from an entrance to any Shire of Northam building.
- In areas where smoke can drift into workplaces and into air-conditioning units.
- Any recreational facilities including playgrounds.
- Any work vehicles owned by the Shire of Northam.