



SMOKE FREE WORKPLACE POLICY

HUMAN RESOURCES POLICIES

Document Title:	The Cancer Institute Division Smoke Free Workplace Policy
Summary:	This document provides Cancer Institute Division NSW management and employees with a framework of how to protect all workers from exposure to environmental tobacco smoke.
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Version Control:	No previous Cancer Institute Smoke Free Workplace Policy.
Contact Officer:	Human Resources
Relevant References:	<ul style="list-style-type: none"> • NSW Department of Health Employee Code of Conduct • NSW Department of Health Quit Smoking onLine
Main Legislative Implications:	<ul style="list-style-type: none"> • Anti Discrimination Act 1977 • NSW Occupational Health and Safety Act 1993 • Occupational Health and Safety Act 1995 (Cth)
Applicable Delegations of Authority:	
Related Cancer Institute Division Policy:	<ul style="list-style-type: none"> • Conduct and Performance Management Policy and Procedures

Cancer Institute Division

Smoke Free Workplace Policy

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1 Purpose

Exposure to environmental tobacco smoke (ETS) is harmful to health. ETS increases the risk of lung cancer and heart disease, and is dangerous for people with existing heart or lung conditions. ETS can trigger asthma attacks and cause eye irritation.

The Cancer Institute NSW has a duty of care under common law plus the Occupational Health and Safety Act (1985) to ensure the health and safety of all workers in the workplace. Therefore, Cancer Institute NSW has adopted a smoke free workplace policy.

2 Policy

To protect all workers from exposure to ETS, the Cancer Institute NSW is a totally smoke free workplace.

Smoking breaks during normal work hours are not provided. Employees who choose to smoke do so in their own time, i.e. lunch/tea breaks, but not on Cancer Institute NSW time.

Smoking is banned from all indoor areas and restricted to designated outdoor areas. It is important for the image of the organisation that Cancer Institute NSW employees are not seen smoking outside the building. We strongly urge smokers to move away from the building entrances when they are smoking in their own time.

Smoking is not allowed during social occasions, which may be outside of normal working hours, but where employees represent the organisation.

Employees who would like assistance to quit smoking will be supported to do so. The Cancer Institute NSW will –

1. subsidise smokers for one full course of nicotine replacement therapy
2. allow smokers to call the Quitline (13QUIT) during work time for a maximum of 15 mins per day on five (5) occasions
3. allow smokers to access the NSW Health managed Quit onLine facility during work time.

Any other reasonable request for smoking cessation support will be considered on a case by case basis.

As the Smoke Free Workplace Policy is an integral part of the Cancer Institute NSW's existing OHS Policy, and is fundamental to our core function, any breach of this policy will be managed in line with the Conduct and Performance Management Policy.

Employees are reminded that they are obliged, under the Occupational Health and Safety Act (1985), to protect the health of their fellow workers.