



Smoke-free Workplaces and Premises

Purpose and objectives

The ASC recognises that the health and safety of workers and other persons may be adversely affected by the inhalation of environmental tobacco smoke (ETS). The purpose of this policy is to establish workplaces of the Australian Sports Commission as designated smoke free environments.

Scope and coverage

This policy applies to all ASC officers, workers, contractors and others (as defined) in all buildings, premises and residential facilities owned, controlled or operated by the ASC and in ASC-owned vehicles.

Statement of Intent

Exposure to ETS can occur when workers are entering and exiting the building when smokers are nearby, or can occur inside buildings if ETS enters through doors, air conditioning or air intakes. The ASC is committed to implementing strategies aimed at reducing or preventing exposure to the potential detrimental health effects of ETS also known as 'passive smoking'.

Accordingly:

- Smoking (including electronic cigarettes) and the use of tobacco products is not permitted in ASC buildings and ASC vehicles;
- from 1 January 2016, all ASC workplaces will be formally designated to be smoke free environments, and Designated Outdoors Smoking Areas (DOSAs) will be established and sign-posted as such;
- Designated Outdoors Smoking Areas will not be established within ten metres of a building including windows or intakes for air-conditioning and where combustibles or flammables are stored, or any other locations where smoke could enter an ASC workplace or where ETS could affect persons entering or leaving an ASC workplace.

Responsibilities

The organisation

The ASC has a responsibility to provide healthy and safe workplaces and premises for workers and others and is required to implement safe work methods and processes. In meeting its obligations in relation to reducing the possible detrimental effects to health and safety associated with ETS, the ASC will take all reasonably practical steps to:

- ensure arrangements are in place to assess the nature and extent of any identified risk of smoking and ETS to workers and others;
- implement appropriate strategies to reduce the risk;
- ensure workers, visitors and other members of the public do not smoke in places where their smoke could enter a building or where workers and others enter or exit the building, or in frequently used transit areas;

- use signage to indicate smoke free areas or smoking zones;
- ensure processes for consulting with workers or their representatives are in place and for reporting any identified ETS hazards;
- monitor strategies introduced to reduce ETS exposure to ensure their effectiveness; and
- promote awareness about the dangers of smoking and through this encourage workers to stop smoking.

Officers

ASC officers have a duty under the *Work Health and Safety Act 2011* to exercise due diligence including to ensure that the ASC complies with its WHS duties. This includes taking reasonable steps to ensure appropriate measures are in place to identify if exposure to ETS presents a hazard for workers in their area of responsibility and to implement appropriate measures to reduce associated risks.

ASC Work Health and Safety Adviser

The ASC's designated Work Health and Safety Adviser will work with other stakeholders to:

- identify if exposure to ETS is a hazard for ASC workers and implement appropriate measures to reduce any associated risks;
- regularly review working environments and conditions to determine if any new ETS hazards arise;
- monitor measures introduced to reduce ETS exposure to ensure their effectiveness;
- ensure that processes are implemented for consulting with workers and reporting any identified ETS hazards.

Line Managers and Supervisors

Line managers and supervisors are to take all reasonably practical steps to:

- ensure that all workers are made aware of this policy when inducted into the ASC, including contractors, volunteers and the like;
- create and support a workplace culture that is supportive of workers who wish to quit smoking; and
- promote information and resources on ETS and reducing the associated risks.

Workers

Each worker has a responsibility to:

- become familiar with and to comply with this Policy;
- promote awareness of this Policy to others and to encourage cooperation in its application; and
- inform a line manager if they believe that this Policy has not been followed.

Other Persons

Any other person entering an ASC workplace or premises is expected to:

- accept that ASC workplace or premises and surroundings are 'smoke-free' areas; and
- not smoke in or near ASC workplaces or premises except in Designated Outdoors Smoking Areas.

Definitions, terms, acronyms

Person Conducting a Business or Undertaking (PCBU)	The principal duty holder under the WHS Act is a 'person conducting a business or undertaking' (PCBU), which replaces the term 'employer' as principal duty holder. The ASC is considered a PCBU.
Officer	An officer is a senior executive who makes, or participates in making, decisions that affect the whole, or a substantial part, of a business or undertaking.
Worker	Any person who carries out work (whether paid or unpaid) for the ASC which includes: <ul style="list-style-type: none"> • employees • volunteers and other unpaid workers such as work experience students • contractors or sub-contractors (see below) • employees of a contractor or sub-contractor (see below) • employees of a labour hire company working for the ASC
Others	Members of the public, visitors and athletes and other personnel of national sporting organisations who are not carrying out work for the ASC but who enter ASC workplaces or premises.
Contractor	A contractor is a person, other than a person employed directly by the ASC, who performs work for the ASC under a contract for the provision of goods or services. It includes sub-contractors. Contractors are employees of an employer other than the ASC.
Workplace	A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. ASC workplaces include, but are not limited to: <ul style="list-style-type: none"> • offices, venues and facilities owned and/or operated by the ASC in a State or Territory; • office spaces, facilities or premises owned and/or operated by an entity other than the ASC and leased by the ASC.
ASC	The Australian Sports Commission
WHS	Work Health and Safety

References and resources

- [Comcare](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulations 2011](#)
- [National Tobacco Strategy](#)
- [Asthma Foundation Australia](#)
- [Australian Council on Smoking and Health \(ACOSH\)](#)
- [Lung Foundation Australia](#)
- [Cancer Council](#)
- [National Heart Foundation](#)

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