



**POLICY STATEMENT**

**Smoke Free Workforce**

**Application**

This policy applies to all:

- o employees of the Department of Innovation, Industry, Science and Research;
- o contractors and volunteers undertaking Departmental business; and
- o visitors to Departmental premises.

The use of the term employee in this document includes contractors and volunteers undertaking Departmental business.

**Principles**

- o Smoking is banned by all employees while undertaking Departmental business apart from official meal breaks; and
- o No smoking within 15 metres of any Departmental premises at any time.

**References:** Secretary's Direction of 30 March 2006

<b>Issued By:</b>	<b>Contact:</b>	<b>Release Date:</b>	<b>Revision No:</b>
Human Resources & Facilities Branch	Employment Framework & OH&S Team	July 2011	1

## **Introduction**

All employees are banned from smoking while they are on duty apart from official meal breaks. Under this policy, no Innovation employee is permitted to smoke during working hours. Smoking before or after these hours, or during the lunch period, is not covered by this policy.

While primarily directed at healthy lifestyle issues, this policy aims to improve the professional reputation of the Department by removing the situation where there are small groups of smokers standing outside the entrances to our buildings throughout the working day.

In addition, to protect employees and visitors to Departmental premises from the effects of passive smoking, no person is permitted to smoke within 15 metres of any part of any Departmental premises at any time.

These two rules (no smoking whilst on duty, and no smoking within 15 metres of any Departmental premises at any time):

- are objective and therefore easy to understand and apply;
- are a positive encouragement to those employees who do smoke to quit, thereby offering them much better health outcomes;
- end passive smoking in and around our workplace, to the maximum extent possible;
- protect children in the child care centre and visitors from exposure to passive smoking while they are in the facilities and while they are travelling to or from the facilities; and
- improve the professional image of the Department.

## **Handling Issues that may arise**

This policy is a 'lawful and reasonable' direction under the *Public Service Act 1999*.

Where a manager considers an employee has breached this policy, the employee should be reminded of the policy and counselled that further breaches may be a breach of the DIISR Code of Conduct. Managers should consult the General Manager, Human Resources and Facilities Branch to determine the appropriate action where an employee repeatedly breaches the policy.

## Assistance for Employees

Recognising that quitting smoking is not an easy task, the Department will provide ongoing support for employees who wish to quit smoking. This support may include:

- attendance at a quit smoking seminar, and/or through the Employee Assistance Program (EAP); and
- reimbursement for a range of additional assistance that may be identified by the individual in conjunction with their manager and medical practitioner (e.g. Nicotine Replacement Therapy).

Employees seeking assistance to quit smoking should contact the [OH&S Advisor](#) to discuss the options available and to arrange reimbursement of any approved expenses.

The Department's Employee Assistance service provides general counselling. Employees who are seeking assistance may email Davidson Trahaire Corpsych on [www.davcorp.com.au](http://www.davcorp.com.au) or phone 1300 360 364.