



## 1 Purpose

The Taronga Conservation Society of Australia (TCSA) recognises that exposure to smoke can adversely affect the health and wellbeing of others. The purpose of this policy is to promote a tobacco smoke free environment in the interests of the health and safety of all employees, contractors and visitors, and the health of the environment.

## 2 Policy Statement

From 1 February 2009 the TCSA will be a smoke-free workplace. Smoking will be prohibited within the confines of all TCSA buildings, vehicles and outdoor areas. TCSA employees and contractors are prohibited from smoking in the zoo grounds or in zoo uniform. Employees, contractors and visitors will not be permitted to smoke within a 10 metre distance of TCSA property.

## 3 Definitions

### 3.1 Public place and enclosed public place

A public place includes a place or vehicle that is open to or being used by the public or a section of the public. An enclosed public place has a ceiling or roof and, with the exception of doors and passageways, is enclosed on a permanent or temporary basis.

### 3.2 Passive smoking

Passive smoking is defined as the inhalation of environmental tobacco smoke. This is a combination of side stream smoke, which is emitted directly from burning tobacco and mainstream smoke, which is exhaled by the smoker.

## 4 Policy Practice and Procedure

### 4.1 Assistance to employees who smoke

A quit smoking program will be available for employees who are existing employees at the time of introduction of this policy for a maximum period of 6 months after. Further information or advice on how to quit smoking or other quit smoking programs can be obtained by a member of the OHSE Team.

### 4.2 Training

All staff and volunteers will be trained in how to advise visitors of the smoke-free workplace and how to manage any non-compliance.



### 4.3 Non-compliance

If visitors are found to be smoking in the Zoo grounds they should be politely requested to extinguish their cigarette and advised that the TCSA is a smoke-free environment. Visitors who do not comply with the TCSA's Policy may be removed from site by TCSA Security, if necessary.

Employees who do not comply with the TCSA's Smoke Free Workplace Policy will be treated in the same way as those who do not comply with other policies of the TCSA and action will be taken under the TCSA HR 8.4 Discipline Procedure.

Contractors who choose not to comply with this policy may have their contract terminated due to a breach of their contractual conditions.

## 5 Accountability

### 5.1 Employees

Employees are responsible for ensuring the health and safety of themselves and of others. In particular, employees are responsible for:

- complying with relevant legislation and this policy;
- smoking in designated breaks only;
- smoking 10 metres away from TCSA property;
- not wearing uniform or identification badge while smoking;
- understanding the need to maintain a healthy and smoke-free working environment;
- ensuring that fellow employees, visitors and contractors are not subjected to smoke in the passive form; and
- ensuring that cigarette butts are disposed of responsibly.

### 5.2 Managers and Supervisors

Managers and Supervisors are responsible for:

- ensuring employees comply with this policy;
- ensuring relevant employees are trained in advising visitors that the TCSA is a smoke-free environment;
- encouraging and supporting employees who wish to cease smoking by directing them to either the program being provided by the TCSA or other "quit smoking" programs available in the community (OHSE can provide access to information regarding available programs); and
- ensuring all employees are aware of this policy via their attendance at employee induction and departmental awareness programs.

### 5.3 Occupational Health Safety and Environment (OHSE) Team

OHSE is responsible for:

## Human Resources

## Occupational Health Safety & Environment

### HR 5.16 Smoke-Free Workplace



- providing information to employees on the quit smoking program available;
- enforcing this policy to ensure compliance with the Smoke-Free Environment Amendment Act 2004; and
- training employees on ways to promote the TCSA smoke-free workplace to our visitors. This training will be provided in conjunction with Marketing Guest and Commercial Operations.

## 6 Approval

### Guy Cooper

Director and Chief Executive

## 7 Appendix

Appendix I      Legislation Overview Relating to Tobacco Smoke



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### Mosman Council Smoke Free Statement

From 1 December 2004, smoking will no longer be acceptable in the following areas:

- all harbour beaches and foreshore reserves;
- within 10 metres of all Council owned children's play areas;
- on and around all Council sporting grounds, playing fields and bushland areas;
- within 10 metres of all Council properties;
- at designated and signposted alfresco dining areas on Council land; and
- at all Council events.

### Occupational Health and Safety Act 2000

This Act places an obligation on all employers to ensure the health, safety and well-being of their employees, contractors and visitors, whilst on the employer's premises. Due to the known health risks associated with tobacco smoke, employers are obliged to promote a smoke-free environment, especially for employees.

### Penalties under the Smoke-Free Environment Act 2000

The maximum penalty for a person smoking in a smoke-free area is \$550. If a person smokes in a smoke-free area, the employer or proprietor is also guilty of an offence. The maximum penalty is currently \$1100 for an individual proprietor or \$5500 for a corporate body.

Penalties also apply for proprietors who do not have No Smoking signs displayed. The maximum penalty for an individual is \$550 and \$2750 for a corporate body.

### Protection of the Environment Operations Act 1997

Littering laws under this Act deem irresponsible disposal of cigarette butts a fineable offence for an individual.

### The Smoke-free Environment Amendment Act 2004

The objective of this legislation is to ban smoking in most 'enclosed public places' (as defined in section 3 of this Policy). There are exceptions to this rule. These areas are known as exempt premises under the Act.