

APPENDIX A. DEPARTMENT STANDARDS FOR MAINTAINING A SMOKE-FREE WORKPLACE

A.1. DEPARTMENT STANDARDS

The Department of Education recognises that exposure to environmental tobacco smoke (ETS) is a proven health hazard. Smoke-free workplaces provide workers, students and visitors with a safe and healthy working and learning environment, protecting health and decrease their risk of developing smoking related illnesses.

Workplace managers will implement all smoke-free workplace legislations and these standards in their workplace.

Smoking is not permitted:

- in any Department controlled premises (owned or leased), including the land area up to the boundaries;
- in all enclosed workplaces that has a ceiling or roof and is greater than 50% enclosed by walls, or other vertical structures or coverings;
- in all indoor areas and within 5 metres of any Department building entrance;
- within 10 metres of any air intake for ventilation equipment;
- within 10 metres of children's playground equipment; and
- in any vehicles owned or leased by the Department.

A building entrance is identified as any doorway or opening that provides access to a building. This does not include emergency exits.

Buildings other than schools may have clearly identified designated outdoor smoking zones where smoking is permitted. Designated smoking areas should be set up according to these guidelines.

A.2. COMMUNICATION

Workplace managers must display a notice or sign to inform all individuals in the workplace that smoking is not permitted in the workplace.

Workplace managers should advise all workers and visitors that their access to Department premises is subject to their adherence to the Occupational Safety and Health policy, procedures and the Department's standards for maintaining a smoke-free workplace.

Any worker or visitor who is in breach of the Department's standards should be requested to stop. This should be done in an educative and non-confrontational manner.

Continual breaches by employees will be subject to disciplinary action.

Visitors and other workers who refuse to comply with the Department's standards will be asked to leave the workplace.

Workplace managers can contact the Occupational Safety and Health Consultants (staff only) based in the Department's Employee Support Bureau for assistance and advice on implementing the Department's smoke-free workplace standards.

A.3. GENERAL INFORMATION

Environmental tobacco smoke (ETS) is a combination of smoke from the burning end of a tobacco product and exhaled mainstream smoke as breathed out by a smoker. The United States Environmental Protection Agency has classified ETS as a proven human carcinogen (cancer causing agent) which increases the risk of heart disease by 25-30% and lung cancer by 20-30%.

Smoking is the act of inhaling, exhaling, burning of any lighted or heated tobacco product, including but not limited to cigarettes, cigars, and electronic cigarettes.

A tobacco product is any product prepared for smoking that contains tobacco, or a herb or other plant matter whether or not the product also contains tobacco.

Passive smoking or second-hand smoke inhalation occurs when non-smokers involuntary inhale other people's ETS. Both smoking and passive smoking can cause health issues including: lung cancer, heart disease, bronchitis, lung and airway infections, eye irritation, coughing, headaches and exacerbated asthma symptoms.

A.4. SUPPORT STRATEGIES TO STOP SMOKING

Help and information are available to assist individuals who wish to stop smoking.

Any individual wishing to stop smoking may call the Quit Smoking WA Quitline on 13 78 48 (13 QUIT) for the cost of a local call.

Any individual wishing to stop smoking may also contact a doctor or visit a pharmacist for advice on the best and most appropriate quit medication for them.

The Cancer Council Western Australia's smoking and tobacco website provides more information and support to stop smoking.