



CS ENERGY PROCEDURE FOR
SMOKING IN THE WORKPLACE
CS-OHS-29

Responsible Officer: Health & Safety Manager

Approved: General Manager Production

Contents

- 1. Purpose
- 2. Scope
- 3. Actions
 - 3.1 Designated Areas
 - 3.2 Prohibition
 - 3.3 Implementation
 - 3.4 Complaints
- 4. Responsibilities
 - 4.1 Site Management
 - 4.2 Employees and Others
- 5. Definitions
- 6. Reference Documentation
- 7. Attachments
- 8. Document History

Issue Date	Document History
March 2003	Original Issue

1. Purpose

The purpose is to establish a Policy and reasonable controls that will minimise the risk of passive smoking affecting workers at CS Energy workplaces and to prevent the risk of fire or explosion and damage to people, plant and equipment.

As an “employer” and a “person in control of a workplace” CS Energy has an obligation under the Workplace Health and Safety Act 1995 to provide and maintain a safe working environment and to protect the health of all workers from any illness or injury arising at the workplace. Under the “Tobacco and other Smoking Products Amendment Act 2001” the “occupier” or manager of the place commits an offence if a person smokes in an enclosed place. As such, areas other than those designated as smoking areas, need to be smoke free to eliminate the hazards of environmental tobacco smoke.

Areas of CS Energy Power Stations are identified as potentially hazardous due to the quantity, location, type and nature of fuels, dusts, gases, liquids and chemicals. Smoking is restricted to “designated areas” to eliminate the risk of ignition, fire or explosion that exists in and around hazardous plant and storage areas.

It is recognised that this Policy will provide a positive benefit to all employees and that those with a smoking habit will have some initial difficulty in adjusting. Smokers are being asked to restrict their smoking in the workplace, rather than stop smoking. CS Energy will refer smokers to relevant parties to assist them if they are attempting to quit smoking.

2. Scope

This Policy and any applicable site procedures apply to:

- All CS Energy premises and workplaces,
- To all workers, visitors, contractors and other personnel who attend, visit or work at any CS Energy premises or workplaces
- All enclosed places occupied by CS Energy and its personnel, and
- Any areas nominated as hazardous.

3. Actions

3.1 Designated Areas

Site Management through consultation with workers are to nominate areas whereby smokers may be able to smoke freely without causing harm or discomfort to others. These areas must be designated and be away from:

- Flammable or explosive substances;
- Activities involving fuels, gases, explosives, dusts, hazardous areas or other dangerous activities;
- The insides of buildings or other enclosed workplaces.

3.2 Prohibition

Smoking is prohibited:

- Within any enclosed place, premises, workplace, building, plant enclosure or structure;
- Within areas identified as hazardous – areas that are fuel facilities, gas facilities, contain flammable dusts or vapours and chemical facilities;
- On sites or power stations and associated plant as nominated in site procedures.

Note: A vehicle that is being used –

- (a) *for private use; or*
- (b) *for business use, if only one person is in the vehicle; is **exempt** from this section.*

3.3 Implementation

If a person smokes in an area that is not designated, the management or any other CS Energy employee can direct the person to stop smoking. The smoker can face a maximum penalty of 20 penalty units if they fail to comply with the direction under the Tobacco Legislation. A breach of this Policy will be dealt with in the same manner as a breach of CS Energy's Workplace, Health & Safety requirements and the standard disciplinary procedures will apply.

The placement and maintenance of signs to indicate “smoking is not permitted” or to identify designated smoking areas is to be determined and implemented by Site Management.

Smoking ash trays for disposal of butts are to be provided at the designated smoking areas.

Provisions of this Policy are to be included in visitor information, site inductions and contract documentation. It is the responsibility of the site team or management representative concerned to advise all employees and contractors of this Policy.

3.4 Complaints

Complaints about non-compliance with this policy and site procedures on smoking should be made, in confidence if necessary, to your supervisor in accordance with the Grievance Procedure outlined in the Site Enterprise Agreement.

4. Responsibilities

4.1 Site Management

- Promote and implement this Policy at their Power Stations and workplaces
- Resolve problems that may arise in the implementation of this policy or site procedures.
- Take corrective action, which includes an initial direction to stop smoking under the conditions outlined in the Policy or site procedure.
- Where the Site Manager considers applicable (due to the nature of the non compliance and or breach of this Policy) implement the CS Energy procedure on Discipline and Dismissal.
- Refer employees to assistance for nicotine addiction if requested and provide support to individuals trying to quit smoking.

4.2 Employees and Others

- Must smoke in designated areas and comply with this Policy.
- Must not smoke in an enclosed place.
- Must not smoke, if directed to stop smoking in accordance with this Policy or site procedures.
- Make sure their behaviour and passive smoke does not cause harm to the health and safety of others by ensuring that as far as practicable, they do not smoke within the immediate vicinity of open windows, doorways, and air conditioning or ventilation inlets.
- Encourage and support smokers attempting to quit.

5. Definitions

- “Enclosed” – means
 - (a) for a place other than a vehicle or part of a vehicle – having a ceiling, a roof and, except for doors and passageways, completely or substantially enclosed, whether permanently or temporarily; or
 - (b) for a place that is a vehicle, or part of a vehicle –having a ceiling or roof and, except for doors and exits, completely or substantially enclosed, whether permanently or temporarily.
- “Occupier” – of an enclosed place or part of an enclosed place, means a person having the management or control, or otherwise being in charge of the places or part.
- “Smoke” - means smoke, hold or otherwise have control over an ignited smoking product.
- “Place” – includes premises and vacant land
- “Premises” – includes:
 - (a) a building or other structure; and
 - (b) A part of a building or other structure, and
 - (c) Land where a building or other structure is situated, and
 - (d) a vehicle.

6. Reference Documentation

- EBA’s – for Grievance Procedures & Discipline Procedures
- Tobacco and Other Smoking Products (Prevention of Supply to Children) amendment Act 2001
- CSE Health & Safety Policy
- Workplace Health & Safety Act 1995
- Site Procedures for smoking
- CS Energy Procedure for Discipline and Dismissal CS-HR23
- CS Code of Conduct

7. Attachments

- “Know the Laws. No more Indoors” –Qld Government Department of Health Brochure on New Tobacco Laws 31 May 2002.
- “Information on Smoke Free Workplaces” – Qld Government Department of Health Brochure.
- “New Queensland Tobacco Laws” – Qld Government Department of Health Brochure.