

Victoria Police Manual – Procedures and Guidelines

Smoke free workplace

Policy Link

These Procedures and Guidelines support and must be read in conjunction with the following:

- Occupational Health and Safety Act 2004
- Tobacco Act 1987
- VPMP Smoke free workplace

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the Professional and Ethical Standards to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. Definitions

Enclosed Workplace – means an area, room or premises that is substantially enclosed permanently or temporarily by a roof and walls.

Passive Smoking – means exposure to either exhaled smoke or smoke drifting from a lit cigarette.

Smoke free Area – means an area where smoking is not allowed by virtue of Section 2 of these Guidelines.

Workplace – means any place whether or not in a building or structure where one or more employees or self-employed persons (or both) work, whether or

not they receive any payment for that work, and includes vehicles, caravan, temporary structures/locations.

Also refer to the **VPM Dictionary** for definitions and acronyms.

2. Smoke free areas

VPMP Smoke free workplace requires managers to consider establishing smoke free areas:

- A smoke free area is within a minimum 5 metres of all entrances, windows, air conditioning ducts and other ventilation points.
- Local workplaces may increase the minimum 5 metre distance through consultation and negotiation with all employees and other affected persons.
- Local workplaces may consider designating outdoor smoking areas, through consultation, to achieve compliance with this policy. These areas need to be equipped to ensure the health and safety of users (i.e., free of slip, trip and fall hazards; adequate natural ventilation and shelter)

3. Supporting a smoke free workplace

VPMP Smoke free workplace requires managers and supervisors to communicate and enforce the smoke free workplace policy. To support this responsibility, they should also:

- Encourage employees to quit smoking and channel them into appropriate assistance programs
- Ensure ashtrays are not located within any smoke free area;
- Ensure no cigarette vending machines or other cigarette sale outlets are present in Victoria Police buildings;
- In the case of multi-tenanted buildings (e.g., the Victoria Police Centre and Geelong Business Complex), consult with other tenants to meet the broad objectives of the policy.

4. Support to quit smoking

Victoria Police encourages smokers to reduce or quit smoking. Health Promotion Officers are qualified as 'Quit Educators' and are able to provide valuable personal advice and support to those wishing to give up smoking.

Employees are encouraged to contact Health Promotion Officers located in each Region or the Fitness and Lifestyle Unit, People Health, Human Resource Department for information and advice.

See the Fitness and Lifestyle intranet site for further information.

Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact your supervisor, manager or Office of the Police Medical Officer, People Health.

Update history

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Date updated	Summary of change	Force File number
11/02/2013	Updated to reflect organisational governance and structural changes.	FF-074790