

Victoria Police Manual – Policy Rules

Smoke free workplace

Context

Victoria Police aims to promote safe work practices, provide a safe workplace for its employees and a professional, ethical, high performing service to the community. This aim is underpinned by having employees who are fit for duty in the workplace.

To support these aims Victoria Police has established standards in relation to smoking in the workplace.

Application

Policy Rules are mandatory and provide the minimum standards that employees must apply. Non-compliance with or a departure from a Policy Rule may be subject to management or disciplinary action. Employees must use the Professional and Ethical Standards to inform the decisions they make to support compliance with Policy Rules.

These Policy Rules apply to:

- All employees including contractors
- All prisoners and people being interviewed.

Rules and Responsibilities

1. Smoking prohibited

In line with the *Tobacco Act 1987*, smoking is prohibited in all Victoria Police workplaces. This includes the following:

- Enclosed workplaces – areas, rooms or premises that are substantially enclosed permanently or temporarily by a roof and walls
- A smoke free area is within a minimum 5 metres of all entrances, windows, air conditioning ducts and other ventilation points
- Victoria Police motor vehicles, aircraft and boats
- Police detention facilities.

2. Employee responsibilities

Employees on duty:

- Must not smoke unless they are on meal or rest breaks
- Must not smoke in Victoria Police workplaces or any designated smoke free areas
- Must not place anyone else at risk by exposing them to passive smoking.

3. Manager and supervisor responsibilities

Managers and supervisors are required to:

- Clearly communicate the smoke free workplace policy to employees
- Consider establishing smoke free areas around Victoria Police workplaces; see **VPMG Smoke free workplace** for further details
- Ensure appropriate no smoking signage is displayed in all Victoria Police buildings, in and around entrances and exits to police buildings, including police stations, undercover car parks, sally-ports, stairwells and fire escapes.

Related Documents

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

Further Advice and Information

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

Update history

Date of first issue	**/**/12	
Date updated	Summary of change	Force File number
