

Smoke-Free Workplace Policy

Policy Statement

It is a requirement of the Smokefree Environments Act 1990 that all employers have a written policy on smoking for all areas occupied by the employer and frequented by employees.

Cycling Southland has a Smoke-Free Workplace Policy that all employees are expected to adhere to at all times.

Scope

This policy applies to:

- Current and prospective staff (including volunteers);
- Visitors to Cycling Southland premises;
- Participants including members, riders, coaches and officials at Cycling Southland events, programmes and activities.

The smoke-free environment component of this policy includes all buildings, grounds, social venues and vehicles owned or under the control of Cycling Southland.

Purpose

This policy was developed to meet the requirements of the Smoke-free Environments Act 1990 and the Smoke-free Amendment Act 2003 and is based on the following principles:

- Everyone is entitled to a smoke-free environment in all the areas normally used for work.
- Everyone who does not smoke, or who does not wish to smoke in their place of work, must, as far as is reasonably practicable, be protected from tobacco smoke in their place of work.
- The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.

Cycling Southland will ensure that no person smokes at any time while they are working (on or off site) to keep employees and visitors to Cycling Southland's premises, programmes, and events free from the health risks of smoking. Cycling Southland will ensure that all employees are aware of the Smoke-Free Policy and will model smoke-free behaviour.

The purpose of this policy is to outline Cycling Southland's expectations regarding:

- The health and safety of all individuals within Cycling Southland's premises and environments to enhance the health of employees, those who access Cycling Southland's services, and to promote a smoke-free environment and encourage a smoke-free workforce.
- Compliance with the Smoke-free Environments Act 1990 and Amendments 2003 and the Health and Safety in Employment Act (HSEA) 1992 and Amendments 2002.

Responsibilities

The General Manager is responsible for the enforcement of this policy.

Procedures

Smoke-free Buildings and events:

- Cycling Southland is a smoke-free organisation and smoking is not permitted inside and around Cycling Southland affiliated buildings, vehicles and offices.
- Staff, clients, and visitors may not smoke in external areas immediately surrounding any sites owned by Cycling Southland or controlled by them under a lease arrangement. They must leave the site if they wish to smoke. Onsite includes; boundary fences, gardens, and entrances to sites (or designated area assigned).
- Staff, including volunteers, who wish to smoke offsite should not be identifiable as being connected to Cycling Southland by their uniforms, vests or name tags.
- If staff wish to smoke, it will only be during scheduled breaks (morning tea, lunch, and afternoon tea).

Promoting a Smoke-free Environment

It is the responsibility of all staff to inform staff, clients and visitors who are found to be smoking onsite that Cycling Southland is smoke-free and that people must go offsite to smoke.

This Smoke-free policy will be clearly displayed and available to all.

Smoke-free signs will always be clearly visible in the workplace.

All company vehicles are to be kept smoke-free.

Complaints

Individuals, who believe, on reasonable grounds, that there has been a failure to comply with the purpose of the policy, should forward their complaint, in writing, to the General Manager.

Responses to the complaint are to be made within seven working days after receipt of the complaint.

Staff Non-compliance

Any breach of the policy section on Smoke-free Environments will be considered misconduct and will be dealt with in accordance with Cycling Southland's Misconduct Procedures.

References

- Smoke-free Environments Act 1990 and Amendments 2003.
- Health and Safety in Employment Act 1992 and Amendments 2002.
- Ministry of Health Strategy – New Zealand Health Strategy 2000.
- New Zealand Smoking Cessation Guidelines 2007.
- Smoke-free Environments Act 1990.