



Government of Western Australia
Department of Training
and Workforce Development

MURESK INSTITUTE SMOKING POLICY

EFFECTIVE: 15 APRIL 2020

VERSION: 6.0

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All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.

POLICY STATEMENT

The Department of Training and Workforce Development's Muresk Institute is committed to providing and maintaining a safe and healthy environment for all staff, clients and visitors and to maximising opportunities for continuous improvement in safety performance.

Muresk Institute is committed to ensuring that staff, clients and visitors are not exposed to anything on the site which may result in injury or harm to their health.

SCOPE

This policy applies to:

- all Department of Training and Workforce Development staff; and
- all clients and intended clients of the Department of Training and Workforce Development's Muresk Institute.

PRINCIPLES

This policy relates to principles of Occupational Health and Safety.

BACKGROUND

The *Tobacco Products Control Regulations 2006* made under the *Tobacco Products Control Act 2006* restricts smoking in all enclosed public places. The regulations were established to reduce the exposure of the public to the harmful effects of tobacco smoke in the environment. The regulations require that all enclosed public places be non-smoking.

The Department of Training and Workforce Development Muresk Institute's, buildings and facilities are considered to be enclosed public spaces as defined under the *Tobacco Products Control Regulations 2006* and the *Occupational Safety and Health Regulations 1996*.

Under Section 19 of the *Occupational Safety and Health Act 1984* an employer is bound to provide and maintain a hazard-free working environment, as far as practicable, for all employees.

Under Section 20 of the *Occupational Safety and Health Act 1984* employees are responsible for taking reasonable care to ensure their own health and safety at work and to avoid adversely affecting the health and safety of any other person by any act or omission at work.

More specific information on smoking can be found in Part 3, Division 3, Subsection 2 – Protection from tobacco smoke, regulations 3.44A – 3.44I of the *Occupational Safety and Health Regulations 1996*.

The Australian Government Department of Health and Ageing offers information on smoking and support to smokers seeking to quit through Quitline on 131 848 or at www.quitnow.info.au/

DEFINITIONS AND ACRONYMS

Designated smoking areas

Areas where smoking is permitted.

Enclosed government buildings

Buildings that have, whether temporarily or permanently, a ceiling or roof, walls, sides or other vertical coverings so that when the buildings existing closable openings are closed, the building is completely or substantially enclosed.

Entrance

A doorway or opening into where staff and visitors access a building. This does not include emergency exits.

Visitors

All persons on Department of Training and Workforce Development Muresk Institute premises, other than employees, who have good cause to be there.

PROCEDURES

Smoking is not permitted:

- in any of Muresk Institute's premises, including all accommodation areas, facilities, workshops and farming grounds and up to and including the land area to the boundaries, except within a designated smoking area, as defined below;
- within five metres of any Muresk Institute building entrance;
- within ten metres of any air intake for ventilation equipment; or
- in any other Muresk Institute building or vehicle.

Designated smoking area (refer to smoking areas map Appendix I):

- These are areas with clearly identified designated smoking signage. These areas are well ventilated and are located in common use areas around the Institute, refer to Institute map.
- In long term private tenant accommodation. This is restricted to outside areas only and not within 5 metres of entrances, or 10 metres of air conditioning vents, neighbouring properties or windows/garages.
- The Muresk management team must ensure that other users of the premises are advised of this policy.

RELATED POLICIES AND OTHER RELEVANT DOCUMENTS

- *Occupational Safety and Health Policy*

RELEVANT LEGISLATION

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *Tobacco Product Control Act 2006*
- *Tobacco Product Control Regulations 2006*

REVIEW DATE

15 April 2022

CONTACT INFORMATION

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APPENDIX 1 - MAP OF MURESK

