
Smoke Free Workplace Protocol

Policy number	7.8	Version	1
Created by	HR & Operations Manager	Created on	11 September 2024
Responsible person	HR & Operations Manager	Scheduled review date	10 September 2027

Overview

It is a requirement of the [Work Health and Safety Act 2011](#) that the activity of NECOM does not expose staff members, students and visitors to risks to their health, safety, and welfare.

The NSW [Smoke Free Environment Act 2000](#) requires the occupier of public places to promote health by preventing the exposure to smoke from ignited tobacco (or similar) products.

Scope

NECOM has a responsibility to ensure that the place of work or enclosed space that is occupied by NECOM (as far as is practicable) does not expose staff, students or visitors to tobacco (or similar) smoke including E-cigarettes.

Protocol

Smoking of tobacco (or similar) products, including E-cigarettes, is not permitted in the building or grounds that NECOM operates in, or within 4 metres of the fence line.

NECOM does not allow smoking on work time. A staff member may negotiate breaks for smoking with their Manager, where this does not interfere with the operations of the business on the understanding that time taken in breaks will be made up.

Upon becoming aware that this protocol has been breached, the relevant Manager or HR & Operations Manager will inform the smoker that an offence is being committed and direct the smoker to:

- a. extinguish the tobacco product immediately or
- b. move to a location where Smoking is permitted

If any person does not comply with this protocol, NECOM may take action in accordance with the relevant disciplinary procedures.

Authority and Compliance

The HR & Operations Manager is authorised to make procedures and guidelines for the operation of this Protocol. The procedures and guidelines must be compatible with the provisions of this Protocol.

This Protocol operates as and from the Effective Created Date.

Protocol version and revision information

Protocol Authorised by:

Title: