



Going SMOKEFREE

... it works for me

A guide for workplaces

ABOUT THIS KIT

Welcome to 'Going Smokefree – A Guide for Workplaces'.

This kit has been written for people in all types of workplaces who want to create a smokefree environment. In doing so you will ensure that you protect your staff, contractors, volunteers and visitors from the harmful health effects of exposure to tobacco smoke in the workplace.

With a little planning a workplace policy is easy to implement. This kit offers practical and proven strategies to implement policies in a range of workplaces.

Going smokefree is a positive, progressive step towards making your workplace a healthy and pleasant place to be.

Inside this kit

- The reasons for introducing a smokefree policy including health, economic and legal considerations.
- Advice on how to develop and implement a smokefree policy.
- A sample smokefree policy.
- Where to go for further assistance and advice.

ACKNOWLEDGMENTS

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www.accv.org.au



www.heartfoundation.com.au

The assistance of the following organisations in developing the publication is also acknowledged:



www.aigroup.asn.au



www.asthma.org.au



www.lhmu.org.au



www.quit.org.au



www.vichealth.vic.gov.au



www.vthc.org.au

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INTRODUCTION

Evidence shows that non-smokers are harmed by exposure to environmental tobacco smoke (ETS).

Non-smokers, required to work in environments without restrictions on smoking, have begun to take legal action to gain compensation for the damage to their health.

In response to growing evidence of the harmful health effects of ETS and the threat of litigation, many public places and workplaces have become smokefree.

Smoking restrictions

Restrictions on smoking in Victorian workplaces have increased from 17% of workers having total indoor bans in 1988 to 71% working in smokefree indoor environments in 1999.¹

Workers outside the home, in hotels/restaurants (38%), warehouses/stores (15%) and workshops/factories (17%) are most likely to be working in an area without smoking restrictions.¹

“It is important to note that non-smokers are also at risk when exposed to passive environmental tobacco smoke ... Breathing second-hand smoke causes morbidity and mortality from cancer, heart disease, and respiratory disease, as well as acute sensory irritation. It causes the premature death of hundreds of thousands of non-smokers worldwide ... Second-hand smoke cannot be controlled by ventilation, air cleaning, or spatial separation of smokers from non-smokers.”

James Repace – MSc Physicist (October, 1999)

A MESSAGE FROM THE MINISTER



I congratulate the National Heart Foundation, The Cancer Council Victoria and Quit for developing this informative new guide to help workplaces to become smokefree.

Smoking and passive smoking are important public health issues. Already the Bracks Government has made significant progress towards reducing tobacco harm by introducing smokefree dining, smokefree shopping centres and reforms to reduce teenage smoking.

Lung cancer, heart disease, asthma attacks, stroke and sudden infant death syndrome (SIDS) have all been linked to passive smoking.

We must aim to ultimately protect everyone from exposure to passive smoking in the workplace.

In 1988, just 17 per cent of workers reported working in a smokefree environment, however by 1999; this had increased to more than 70 per cent.

These figures are likely to increase following recent legislation requiring Victoria's restaurants and shopping centres to become smokefree.

I would urge all employees and employers to consider this important issue and study the benefits of going smokefree. These benefits include a healthier workforce, and removing the risk of expensive litigation by employees or members of the public. Everyone benefits from working in safer, smokefree workplaces. I hope you find this guide a useful resource in helping your workplace become smokefree.

A handwritten signature in black ink, reading "John Thwaites". The signature is written in a cursive, flowing style.

The Hon John Thwaites MLA
Deputy Premier;
Minister for Health.

WHY GO SMOKEFREE?

Health Reasons

Tobacco smoke is harmful to the health of non-smokers and has been classified as a Class A carcinogen, one that is a cause of cancer in humans, by the US Environmental Protection Authority.²

Non-smokers who are exposed to environmental tobacco smoke (ETS) have higher rates of illness and death from cardiovascular disease and lung cancer.³

Findings of recent studies

- A Canadian study found that hospitality workers exposed to ETS could see their risk of lung cancer triple.⁴
- A United States study found regular exposure to ETS nearly doubled the risk of heart attack.⁵
- A Scottish study found that non-smoking workers exposed to ETS suffered a reduction of up to 10% in lung function.⁶
- A New Zealand study found that non-smokers exposed to ETS were more than 80% more likely to suffer a stroke than those who weren't exposed.⁷
- A Japanese study found that just 30 minutes of exposure to ETS could damage the heart of a healthy non-smoker.⁸
- A Canadian study concluded that ETS was the leading cause of death in the workplace.⁹

ETS also poses a serious threat to child health causing conditions such as pneumonia and bronchitis, coughing and wheezing, worsening of asthma, and middle ear disease. ETS exposure among non-smoking pregnant women can cause a decrease in birth weight and infant exposure may contribute to the risk of SIDS.¹⁰

The Australian Institute of Health and Welfare estimates that 124 people die each year as a result of exposure to ETS in the home.¹¹

A benefit of introducing smokefree workplace policies is that smokers are more likely to quit or reduce the number of cigarettes that they smoke.^{12,13} This is important because tobacco smoking is the leading cause of preventable death in Australia resulting in the deaths of more than 19,000 people each year.¹¹

Tobacco smokers die, on average, thirteen years earlier than non-smokers.¹⁴

Workers who both smoke and are exposed to certain occupational hazards in the workplace are at increased risk, particularly if they are exposed to asbestos, dusts and some chemicals. This is because cigarette smoking can:

- transform existing chemicals into more harmful ones
- add to the biological effects caused by certain chemicals
- interact with some chemicals to have a greater effect.¹⁵

The Australian National Occupational Health and Safety Commission resolved, in 1990, that given the proven health risks of smoking, a smokefree work environment should be the objective for all Australian workplaces. They stated that this would be consistent with the view that all atmospheric contaminants in work environments capable of causing ill health should be eliminated or controlled.¹⁶

“Breathing in second-hand smoke is harmful for everybody, child or adult. Scientists agree that there is no safe level of exposure to second-hand smoke. It should simply be avoided. Neither air conditioning nor separation of smoking areas completely clears the air of this significant pollutant.”

**Dr Gro Harlem Brundtland
Director –General
World Health Organization
(31 May 2001)**

Economic Benefits

Going smokefree can mean savings for businesses in the areas of cleaning, refurbishment, ventilation, reduced risk of litigation and lowered fire risk. Introducing a smokefree workplace policy encourages smokers to quit or to reduce the number of cigarettes they smoke.^{12,13} Smokefree workplaces potentially stop younger employees taking up smoking.¹⁷ As a result employees' health and the workplace will benefit. Former smokers have increased productivity and reduced absenteeism compared with smokers.¹⁸

While fears have been expressed from some sectors within the hospitality industry regarding the economic impact of smoking bans in restaurants, bars and clubs, evidence from economic reviews in places where bans have been implemented suggests that there is no negative impact on sales.¹⁹

Going smokefree gives hospitality workplaces access to new markets including non-smokers (around 80% of adults do not smoke), people with allergies, asthmatics, pregnant women and others who often avoid smoky venues.

Victorian research from the Centre for Behavioural Research in Cancer found there has been a significant increase in the number of people trying to avoid smoky venues from 52% in 1998 to 61% in 2000.²⁰

Ventilation Issues

There are no Australian ventilation standards based on consideration of health aspects of ETS such as lung cancer and heart disease. This is because there is no practicable level of ventilation which adequately protects people from these risks.²¹

The tobacco industry has been actively promoting 'accommodation' of smoking indoors through ventilation, particularly in the hospitality industry.²²

There is extensive material provided by the tobacco industry about indoor air quality and comfort issues. However, careful reading of the material reveals a specific disclaimer that it does not deal with 'health' aspects of ETS.²³

A variety of smoke removal or filtration devices have been promoted, particularly to small hospitality venues. However, they are unable to achieve an environment that removes all risk.²¹

The risk of death due to ETS for a non-smoker working in a well ventilated area where smoking is permitted can be calculated. For a working lifetime, the risk of death is approximately one in one thousand for lung cancer.²¹ These risks are higher than other risks in the workplace which employers and governments take action on by way of regulation or management-based risk control measures.²¹

Anyone contemplating ventilation upgrades as a way of dealing with ETS should also consider how rapidly the social acceptability of smoking has decreased in recent years, and the apparent consensus that a total ban on indoor smoking is just a matter of time.

“Big tobacco has spent millions of dollars trying to convince employers and governments that better ventilation or mere courtesy will solve the problem of second-hand smoke. They have paid for bogus scientific studies, unleashed well-funded campaigns to attack legitimate studies, set up front groups to push for smokers rights, sued health authorities in court, and done everything in their power to delay and defeat meaningful action on second-hand smoke. No more. We need to clear the air of misinformation about second-hand smoke. We must take back our right to health and to life. There is no tolerance when it comes to ill-health, disease and death.”

**Dr Gro Harlem Brundtland
Director –General
World Health Organization
(31 May 2001)**

Legal Issues & Smokefree Legislation

Employers are responsible for the health and safety of their employees in the workplace, and occupiers of workplaces and public venues are responsible for the health and safety of members of the public who enter their premises.

Liability under Occupational Health and Safety Legislation

In Victoria, an employer is required to “provide and maintain so far as is practicable for employees a working environment that is safe and without risks to health” (*Occupational Health and Safety Act 1985 (Vic)*, s.21(1)).

An employer is required “to maintain so far as is practicable any workplace under (his or her) control and management ... in a condition that is safe and without risks to health” (*sub-s.21(2)*).

In addition, an occupier of a workplace is required to “take such measures as are practicable to ensure that the workplace ... [is] safe and without risks to health” (s.23). An occupier of a workplace is defined as a person who has “the management or control of the workplace”.

An employer, or occupier of a workplace, who fails to meet these obligations is guilty of an offence and may be ordered to pay a substantial fine (s.47). In the case of a body corporate, a fine of up to \$250,000 may be imposed. In the case of an individual, the maximum fine is \$50,000. Where an offence by a body corporate is proved, an ‘officer’ of that body corporate (such as a director or secretary or executive officer, or a person involved in management) may also be found guilty if he or she bears part of the responsibility for the offence.

Liability for Death / Disease Suffered by Employees

Common law negligence

In addition to obligations under occupational health and safety legislation, an employer owes his or her employees a duty of care under common law – that is, the employer must take reasonable care to protect the health and safety of all employees in the workplace. Where an employer fails to do so, and an employee suffers a serious injury (including disease) as a result, the employee may bring a common law negligence action against his or her employer for damages (including loss of income, pain and suffering, treatment expenses, and loss of future earning capacity).

No fault workers’ compensation

An employee is entitled to workers’ compensation if he or she suffers an injury which arises “out of or in the course of any employment” and if the worker’s employment was a “significant contributing factor” (*Accident Compensation Act 1985 (Vic)*, sub-s.82(1)). Under this “no fault” scheme, it is unnecessary to show that the employer failed to act reasonably.

Cases

Liability for Death / Disease Suffered by Employees

Common law negligence

Marlene Sharp v Port Kembla RSL and Port Kembla Hotel (2 May 2001)

A former barmaid, a non-smoker, sued the RSL and the Hotel after contracting throat and neck cancer caused by years of exposure to environmental tobacco smoke during the course of her employment. She sued in common law negligence (breach of duty of care) and was awarded \$466,000 in damages by a New South Wales Supreme Court jury.

Scholem v NSW Department of Health (27 May 1992)

A psychologist in a community health centre sued the NSW Department of Health in common law negligence after she suffered emphysema and an exacerbation of an asthma condition through exposure to ETS in the workplace. She was awarded \$85,000 by a District Court jury.

Liability for Death / Disease Suffered by Members of the Public

An occupier of a public venue must take reasonable care to protect the health and safety of members of the public who attend the venue. If the occupier fails to do so, and a patron dies, or becomes ill, as a result, the patron (or his or her dependants) may sue the occupier in negligence and / or under occupiers' liability legislation (the *Wrongs Act 1958 (Vic)*, sub-s.14B(3)).

Liability Under Anti-Discrimination Legislation

Because certain categories of people (such as those already suffering from lung cancer, cardiovascular disease, asthma, as well as pregnant women and unborn children) are at a greater risk of suffering ETS-related harm than others, a failure by an employer or occupier of a public venue to take appropriate measures to reduce or eliminate ETS may also constitute a breach of anti-discrimination legislation (*Disability Discrimination Act 1992 (Cth)*; *Equal Opportunity Act 1995 (Vic)*); (*Sex Discrimination Act 1984 (Cth)*).

Examples of possible breaches of such legislation are: where a job applicant (eg. an asthmatic) is unable to accept a job because of the dangers posed by ETS exposure; where an employee feels she must resign from employment upon becoming pregnant because of the potential dangers posed by ETS exposure; or where a person (eg. a person with asthma or a pregnant woman) cannot enter, or cannot remain in, premises because of the dangers posed by ETS exposure.

Victorian Smokefree Legislation

From 1 July 2001, smoking was prohibited within enclosed areas of restaurants and cafes and the dining areas of premises with a general licence or a club licence. Smoking was prohibited in shopping centres from 1 November 2001.

What about the rights of smokers?

Smokefree does not mean 'anti-smoker'. Policies that restrict or eliminate smoking may provide motivation for employees to stop smoking altogether. To show your commitment you could offer incentives to encourage smokers to quit.

Liability for Death / Disease Suffered by Members of the Public

Bowles v Canton Pty Ltd (13 September 2000)

A woman sued a Melbourne restaurant after an asthma attack caused by her exposure to environmental tobacco smoke while dining at the restaurant. She sued in common law negligence (breach of duty of care), under occupiers' liability legislation, and for breach of contract. She was awarded more than \$7,600 by the Melbourne Magistrates Court.

Liability Under Anti-Discrimination Legislation

Meeuwissen v Hilton Hotels of Australia (25 September 1997)

A woman and her partner were required to leave a nightclub following the onset of an asthma attack attributed to ETS. The Human Rights & Equal Opportunity Commission held that the hotel had discriminated against the woman and awarded her \$2000 and her partner \$500.

WHAT IS A SMOKEFREE POLICY?

A smokefree policy is a formal, written document usually about one to two pages long. The policy should address all of the issues relating to smoking in your workplace and be tailored and written to suit the unique situation of your workplace.

Purpose of having a smokefree policy

There are four major reasons why your workplace should have a formally written policy.

1. It outlines what it means for your workplace to be smokefree. It will clarify why your workplace is going smokefree, how both smokers and non-smokers will be affected, where people can and can't smoke, and what to do if people do smoke.
2. It ensures that your workplace has the right to stop people from smoking. Many workplaces already practise being smokefree but do not have a written policy.
3. It sends a strong signal to employees, contractors and visitors that your workplace takes the issue of smoking very seriously.
4. It ensures that your workplace will always be smokefree. As staff change, new staff may not be aware of the policy unless it has been written down.

“The primary purpose of policies forbidding or restricting smoking in workplaces and other public venues is protection of non-smokers. Opponents of workplace tobacco control policies spread the notion, often effectively, that workplace tobacco control advocates seek to outlaw smoking, including smoking in the privacy of the home.”

BreLOW L, Elashoff R. Editorial: significance of workplace smoking. *American Journal of Public Health*.1998; 88:1011-1012.

BENEFITS OF GOING SMOKEFREE


Some of the benefits of having a smokefree workplace include:

- a safer and cleaner environment
- healthier staff and raised awareness of the health risks of smoking
- catering for the majority of staff and visitors who do not smoke
- reduced risk of legal action from employees and visitors – especially with regards to ETS issues
- reduced risk of WorkCover (Workers' Compensation) claims from passive smoking caused illness
- reduced fire risk, which may lead to lower insurance premiums for your workplace
- a progressive healthy corporate image for your workplace
- encouraging smokers to quit or cut down
- reduced cleaning and maintenance costs
- reduced absenteeism from smoking and passive smoking caused illnesses.

“When we first took over the business I decided to make the office smokefree because I'd given up smoking and didn't want it around me. It's also a waiting room for customers so it also means they're not sitting in a smoke-filled office.

Our drivers come in between jobs and have a coffee but we've set aside an area where they can go if they want to smoke. They're pretty accepting. We tell our new drivers about the policy, and there are signs up in the office. We don't have any problems and never have.

In terms of our customers, in this day and age non-smoking restrictions are very well accepted in a lot of places. These days people automatically put their cigarette out before they get into a taxi. I've found that 99% of smokers accept the fact that they can't smoke in the office or cars.”



Mal
Country taxi service owner

CREATING AND IMPLEMENTING A SMOKEFREE POLICY

The following simple process will help you develop and implement a smokefree policy in your workplace.

1. Assess the current situation

- Does a smokefree policy already exist? If so, is it written down? Is the policy enforced? Does it need updating?
- Find out how many people in your workplace smoke.
- Conduct a survey of staff to assess their support for a smokefree workplace (see sample survey on page 15). This survey will also help to show possible resistance to the change.

2. Get the support of your management committee

Place the smokefree policy on the agenda for the next committee meeting. Get a resolution passed, or propose a working party. Highlight the reasons why your workplace needs a smokefree policy. Prior to the committee meeting, provide as much information as possible to committee members. This may include facts about passive smoking, legal issues, a smokefree survey of staff, examples of other smokefree workplaces and other information within this kit. If there is an occupational health and safety committee at your workplace, this committee must also be involved and consulted with.

3. Drafting your smokefree policy

The following elements are usually found in a good smokefree policy (see sample policy on page 16).

- Why your workplace is going smokefree. Be sure to highlight the health benefits and legal obligations behind the development of the policy.
- Where smoking is and is not allowed. Be specific about this. Make sure your policy ensures that smokers and visitors do not congregate at or within five metres of the entrances and exits of your workplace.
- Identification of appropriate outdoor areas for smokers. If possible, offer areas with weather protection. Containers for butts must be provided. Make sure someone is responsible for keeping the area tidy or set up a roster system among smokers.
- When the policy comes into effect.
- What will happen about any extra time spent smoking. Will employees be required to make up that time?
- Who is responsible for enforcing the policy.
- What to do if people ignore the policy (non-compliance strategy).
- What penalties apply for breaches of the policy.
- Why tobacco products will not be sold and what healthy alternative products may be available.
- Help for smokers who wish to quit or cut down.

Remember – a smokefree policy is not a personal attack on smokers. The issue is not whether people can smoke but where they can smoke.

4. Developing a non-compliance strategy

The procedures for non-compliance should be stated in your policy. Staff who do not comply should be treated in the same way as those who do not comply with other health and safety policies. By introducing and enforcing a workplace smokefree policy effectively you will limit the incidence of non-compliance and create a supportive atmosphere where management and staff can work together to achieve better working conditions.

5. Promote the new smokefree policy

The timing and manner of introduction of your smokefree policy is important. Prior to the start of the policy promote the reasons for the introduction of the policy and its start date to all staff, contractors and, where possible, visitors. Giving advance notice will give people time to get used to the change and will help to avoid possible resistance.

Consider the following ways to help promote your workplace's new smokefree policies:

- explanations by CEO or managers to staff at staff meetings
- distribution of sheets of commonly asked questions and answers
- displays on notice boards
- erection of non-smoking signs
- use of table signage
- use of public announcements
- notices on job application forms and job advertisements.

Make sure you promote the new policy, as a silent policy is often a useless policy.

Quit has a workplace and hospitality program which can provide advice and expertise in making your workplace smokefree. For workplaces who want to run a course, Quit has developed programs that can be run by trained facilitators in-house. Call Quit on 9663 7777 for more information.

Quit also operates a telephone counselling service – Quitline 131 848. For the cost of a local call, you can request a quit pack or speak to a trained advisor about any concerns that you have regarding stopping smoking.

 **Quit**
9663 7777

 **Quitline**
131 848

Did you know ... ?

- ETS contributes to the development of childhood asthma symptoms.²⁴
 - Over 70% of Victorians feel bothered by other people's tobacco smoke.²⁰
 - Environmental tobacco smoke (ETS) is a cause of heart disease and lung cancer in non-smokers.³
 - Infants who are exposed to ETS are more likely to develop chest infections such as bronchitis and pneumonia and die from SIDS.²⁴
-
- Smoking causes heart, blood vessel, and lung disease as well as other health problems such as cancer.²⁵
 - Smoking causes over 19,000 deaths in Australia every year and is the largest preventable cause of death and disease in Australia.¹¹
 - Around 4 out of 5 Victorians don't smoke.²⁶
 - Smoking causes over 20 per cent of all cancer deaths.²⁷
 - There is no safe level of smoking.²⁸
 - About half of all lifetime smokers die from their smoking, losing an average of thirteen years of life.¹⁴

"When you own the business you can set your own policy and we opened in December 1996 smokefree from day one. We were a bit anxious about going into this unknown territory, particularly as it was a pub and not just a restaurant. But it was actually a brilliant idea and we never looked back.

We felt we wouldn't run the risk of being sued in years to come by our staff if they get some dreadful illness. There are a couple who smoke, but they don't like working in a smoky environment any more than we do. Our staff love it and we definitely have better staff productivity.

It also opened up new markets. Now we have several mothers' groups who meet here regularly and also older people. We did direct marketing to those groups, and we were able to increase our trading in non-peak times.

Fire risk is reduced of course, and that can reflect in your insurance policy. The wear and tear on the fixtures and fittings and furnishings is reduced – even after 6 years, the carpet and furnishings look new."



**Michael and his wife Roslyn
English style pub owner/
manager**

SAMPLE EMPLOYEE SURVEY

(Insert Company name) is considering the best way to introduce a smokefree workplace policy that acknowledges the needs of both smokers and non-smokers.

Please take a few minutes to complete this survey and return it to (contact person or location).

Your response is completely confidential, and you do not need to give your name or any other details on this form.

1. Do you smoke?

Yes No

If 'Yes', how many cigarettes on average do you smoke per day? (tick on box only)

- Less than 5 a day
- 5 to 10
- 11 to 20
- 21 to 40
- more than 40

2. Are you bothered or affected by smoke in your work area or elsewhere in the workplace?

Yes No

If 'Yes', please indicate any ways in which you are bothered or affected including physical symptoms if relevant.

Which work locations are most troublesome to you?

3. At which locations do you think smoking should be banned? Please tick as many as you like.

- All offices
- Shared offices only
- Reception
- Staff rooms
- Meeting rooms
- Lunch rooms
- Production area
- Bars
- Gambling rooms
- Lounge areas
- Accommodation/ guest rooms
- Car park
- Company vehicles
- Warehouse
- Toilets/washrooms
- Outdoors
- Other _____

4. If you smoke, would a smokefree workplace policy:

- Help you cut down?
- Create difficulties for you?
- Encourage you to quit?
- Not affect you at all

Please comment: _____

5. What type of support should be provided for smokers who wish to quit or cut down?

- Quitting information
- Group counselling at work
- Individual counselling at work
- Time off to attend a group outside of work
- Cash incentive/fee reimbursement for quitting courses or products
- Other _____

6. What time frame should be taken to introduce a smokefree policy?

- 1 month
- 3 months
- more time – please specify _____

7. Please make any further comments about a workplace smokefree policy.

SAMPLE SMOKEFREE WORKPLACE POLICY

Smokefree workplace policy for (insert company name)

Rationale: Why a smokefree workplace policy?

Exposure of non-smokers to environmental tobacco smoke (ETS) is harmful to health.

ETS increases the risk of lung cancer and heart disease, and is dangerous for people with existing heart or lung conditions.

ETS can trigger asthma attacks and cause eye irritation.

Employers have a duty of care under common law plus the Occupational Health and Safety Act (1985) to ensure the health and safety of all workers in the workplace.

To allow smoking at work conflicts with these legal obligation. Therefore, (insert company name) has adopted a smokefree workplace policy.

Components of the policy

1 (Insert Company name) aims to achieve a smokefree workplace.

To protect all workers from exposure to ETS, the entire premises will become smokefree. Smoking will be banned from all indoor areas and restricted to designated outdoor areas.

(List areas where smoking is banned and designated outdoor areas where smoking is allowed. Decide who will be responsible for keeping outdoor smoking areas clean and whether or not a shelter from weather conditions will be provided).

2 Smoking will not be allowed in meetings, areas used by the public and in company vehicles.

3 To help smokers who may wish to modify or quit smoking, support will be provided to help them to adjust to the changes.

This includes: (list supports provided)

- smokers are encouraged to call Quitline on 131 848
- a group Quit seminar or course will be provided
- health information will be made available.

4 Employees will be given the opportunity to attend a meeting to discuss the implementation of the smokefree policy.

5 The policy will apply to all staff including management, contract and service staff, visitors and clients while on company premises.

6 The responsibility for enforcing the policy rests with managers and supervisors.

7 Employees are reminded that they are obliged, under the Occupational Health and Safety Act (1985), to protect the health of their fellow workers.

Phasing-in period leading to full implementation

- 1 From (insert date to start phase 1 of implementation), the following will apply:
 - smoking will be banned in enclosed areas
 - appropriate signage will be placed throughout the workplace
 - cigarette sales will stop
 - members of the public who smoke will be asked politely to extinguish their cigarettes or to go outside to the designated areas to smoke
 - help will be available to help smokers adjust
 - two adjustment breaks of ten minutes may be taken where necessary and practicable
 - a Quit seminar and/or course will be offered to smokers wishing to quit
 - advertisements for new staff will state that (insert company name) is a smokefree workplace, or, in the interim, “moving towards a smokefree workplace”.
2. Grievance and breaches of policy:
 - the smokefree policy is an integral part of our existing workplace health and safety policies. Any breach of this existing policy will lead to the normal disciplinary procedures being applied (describe company’s disciplinary procedures)
 - any worker who has a grievance relating to this policy should speak to the Health & Safety Officer or Representative (or nominated contact person).

“I got on to the bosses about making the whole factory non-smoking, the lunchroom and the storeroom as well. It seemed like a big thing. But we all hear on the news where people sue and win because working in smoke has given them diseases. Well I think that’s very real, it could happen to any of us if we don’t do something about it.

I don’t mind if people want to smoke, I just don’t like it around me. At home, no one smokes inside my house, they go out on the veranda. That’s just the way it is. And where my daughter works, it has been non-smoking for ages. Of course she’s in an office not a factory.

I did talk to some of my mates who smoke because I thought they might be against the change but they had expected it. It just goes along with changes everywhere else. So it happened and everyone likes it better. Same old building but it seems airier.

So the whole thing wasn’t a big drama after all.”

Maria
Factory worker

FURTHER ASSISTANCE AND INFORMATION

If your workplace needs further information about going smokefree, visit Quit's website at www.quit.org.au.

You will find information on:

- ordering no smoking stickers and signs for your workplace
- advice about going smokefree
- effects of smoking on health
- health effects of environmental tobacco smoke
- statistics on smoking
- research on smokefree environments.

Or you can contact Quit at:
PO Box 888
CARLTON VIC 3053
Ph (03) 9663 7777
Fax (03) 9635 5520

For information about occupational health and safety, contact Workcover on (03) 9641 1555 or go to their website at www.workcover.vic.gov.au.

For information relating to legislative requirements, contact the Department of Human Services on (03) 9637 5657 or go to their website at www.dhs.vic.gov.au.

Horsham Cycling Club

“The Horsham Cycling Club owns clubroom facilities which include a hall. The hall is used for club activities as well as a hired function venue, but the greater use of it is for bingo, which the cycling club runs. Bingo is held twice weekly, attracting up to 130 patrons.

“We were somewhat concerned about the legal consequences of smoking, in particular the liability aspects. As the owner of a facility, our club has a legal responsibility to ensure that users aren't exposed to potentially dangerous situations when on our premises. Our club has to exercise an appropriate level of care for visitors and patrons, and in our opinion providing a smokefree environment is a major step in this direction.

“The club also employs staff to co-ordinate bingo activities. Occupational health and safety legislation clearly states that workers must not be exposed to dangerous situations: tobacco smoke can cause a potentially dangerous environment.”

**Peter Frecklton – President Horsham Cycling Club
(January, 2000)**

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