



HSE-WI-001 DESIGNATED SMOKING AREAS

1.0 INTRODUCTION

1.1 Purpose

The purpose of this procedure is to ensure a smoke free work environment is maintained and designated smoking areas are available for persons who wish to smoke.

Mid West Ports Authority (MWPA) recognises that passive smoking is hazardous to health and people must be protected from the involuntary inhalation of tobacco smoke.

This procedure is to be read in conjunction with Policy No. 14 Smoking in the Workplace.

1.2 Scope

This procedure applies to all employees, contractors and visitors on MWPA's site and in MWPA vehicles.

2.0 PROCEDURE

2.1 Places and situations that smoking is NOT permitted

Smoking is not permitted:

- Inside any building including offices, amenities, workshops, conveyor galleries, shipping galleries, transfer towers, etc.
- In any vehicle or plant including forklifts, cranes, trucks, work boats, etc.
- Within 5 metres of any entrance to a building.
- Within 5 metres of any open window to a building.
- On any verandah or building lean to, that is 50% or more enclosed.
- Within 5 metres of any other person unless they are also smoking.
- On berth 3 when a grain ship is loading.
- On berth 6 when there is a petroleum tanker discharging.
- Within 25 metres of any petroleum bunker; or
- Within any area sign-posted as a non-smoking area (such as fuel bowsers) or near any flammable or combustible substance.
- In areas not designated as smoking areas by signage within the BHF.

2.2 Designated smoking areas and situations

The MWPA designates those open areas not described in 2.1 above as suitable for smoking. Special approval for a designated smoking area that does not meet all criteria may be considered by the CEO upon written application. The application must include detail of the intended location, what aspects are not met and the justification for its inclusion as a designated area.

Cigarette butts must be disposed of in a suitable waste receptacle and must not be discarded on the ground, in gardens or into the water.

2.3 Promote Quit Smoking Initiatives

As part of MWPA's Health and Wellbeing Program, raise awareness and promote medically endorsed messages that reinforce the benefits to employees of ceasing or reducing smoking. Within the workplace, visibly support quit smoking messages and strategies to reduce smoking by:

- Displaying in appropriate common areas, materials and information that encourage staff to cease or reduce smoking.
- Supporting employees who want to quit smoking and referring them to appropriate information and resources.

3.0 ADMINISTRATION

Custodian: HSEQ Manager

Approval: Russell Stevens
HSEQ Manager

Date: 10 May 2018