



## SERVICE STANDARD 7.1.7 SMOKING IN THE WORKPLACE

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Contact	Manager, Health Safety and Welfare
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### 1 Purpose

- 1.1 The NSW Rural Fire Service (NSW RFS) has a duty of care to ensure the health, safety and welfare of all members, contractors and visitors.
- 1.2 The NSW RFS accepts its obligation to provide a healthy and safe work environment for all in accordance with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2017*. The *Smoke-free Environment Act 2000* and associated Regulations contain the principal relevant laws addressing smoke-free environments in NSW.
- 1.3 The *Smoke-free Environment Act 2000* places duties on occupiers of public buildings, including offices, to prevent smoke entering a building, and to prevent contravention of designated non-smoking areas. The NSW RFS has a legal responsibility to prevent smoking in both enclosed spaces (internal) and near building entrances and public thoroughfares.
- 1.4 The NSW Government Motor Vehicle Operational Guidelines prohibits smoking in all government vehicles.
- 1.5 The purpose of this Service Standard is to establish NSW RFS requirements to address health and safety risks in the workplace associated with environmental tobacco smoke and smoking-related ignition sources and ensure compliance with statutory and regulatory requirements.
- 1.6 This Service Standard applies to NSW RFS workplaces which may include, but not be limited to buildings, facilities, brigade stations, appliances and vehicles.

### 2 Definitions

- 2.1 For the purposes of this service standard, the following definitions apply:
  - a. **Designated smoking area:** an area set aside for use while smoking.
  - b. **Enclosed area:** an enclosed area determined in accordance with Section 6 of the *Smoke Free Environment Regulation 2016*.

- c. **Environmental tobacco smoke (ETS):** the smoke generated by smoking cigarettes, pipes and cigars and can be either:
- i. mainstream smoke – smoke directly inhaled by the smoker through a burning cigarette, cigar or pipe;
  - ii. exhaled mainstream smoke – smoke breathed out by the smoker; or,
  - iii. sidestream smoke – smoke which drifts from the burning end of a cigarette, cigar or pipe.

Environmental tobacco smoke is an irritant to the eyes and respiratory tract and to many people has an offensive odour. It increases the chances of contracting or aggravating a range of illnesses including cardio-vascular disease, lung cancer, asthma, acute irritation of the respiratory tract, bronchitis and pneumonia.

- d. **NSW RFS Workplaces:** places occupied by NSW RFS members whilst undertaking authorised activities and may include, but not limited to:
- i. vehicles and tankers;
  - ii. trailers, caravans, plant and machinery;
  - iii. fire control centres;
  - iv. brigade stations;
  - v. offices;
  - vi. training centres/locations;
  - vii. base camps;
  - viii. staging areas;
  - ix. canteens;
  - x. workshops;
  - xi. storage facilities and warehouses;
  - xii. garages; and,
  - xiii. toilets and amenities
- e. **Passive Smoking:** the inhalation of environmental tobacco smoke or aerosol/vapour generated by an e-cigarette.
- f. **Smoking:** using, consuming, holding or otherwise having control over a tobacco product, non-tobacco smoking product or e-cigarette, that is generating (whether or not by burning) smoke or an aerosol or vapour.

### 3 Policy

- 3.1 Passive exposure to environmental tobacco smoke has been shown to present a significant health risk and the NSW RFS seeks to ensure that members, contractors and visitors are not exposed to environmental tobacco smoke as a result of their work with the NSW RFS.
- 3.2 Lit cigarettes, cigarette butts, lighters and matches are ignition sources that present a significant risk in proximity to flammable, explosive or combustible materials. The NSW RFS seeks to minimise this risk by restricting smoking in NSW RFS workplaces in accordance with this Service Standard.
- 3.3 In accordance with legislative requirements, the NSW RFS does not permit smoking in the workplace. This means smoking is not permitted:
- a. inside NSW RFS facilities;
  - b. in council facilities, including brigade stations and vehicles; and
  - c. in other locations as defined in 2.1 (d), except where there is a designated smoking area established in accordance with this Service Standard.
- 3.4 In relation to incident grounds, members should give due consideration to the welfare of others, prevailing conditions and the community perception of NSW RFS members seen to be smoking in NSW RFS uniform.

- 3.5 Where work is performed in public areas, including community events, members must ensure they do not smoke in locations prohibited by law, including:
- a. within 10 metres of children's play equipment;
  - b. in spectator areas at public sports grounds when an organised sporting event is being held;
  - c. at all public transport stops and stations (including railway platforms, bus stops and ferry wharfs);
  - d. within 4 metres of a pedestrian entrance to or exit from a public building;
  - e. within 4 metres of a commercial, seated dining area, or within 10 metres of a food fair stall; and
  - f. where signs indicate a non-smoking area.
- 3.6 In areas where smoking is permitted, NSW RFS members must ensure cigarette butts or other waste generated by smoking is collected and appropriately disposed of.
- 3.7 All NSW RFS facilities and equipment (where appropriate) shall display signage indicating that smoking is not permitted.
- 3.8 Nothing in this Service Standard supersedes that issued by the NSW Government or Councils, or other Federal, State or Territory governments.

### **Designated Smoking Areas**

- 3.9 A designated smoking area may be established outside NSW RFS buildings.
- 3.10 A designated smoking area may be established at a base camp or staging area, at the request of a NSW RFS member.
- 3.11 Where designated smoking areas are established, they shall not be located:
- a. within an enclosed area;
  - b. within any building or enclosed structure; or
  - c. in the only outdoor area used by staff on their breaks.
- 3.12 Where designated smoking areas are established, they shall be:
- a. located at least 10 metres away from:
    - i. exterior walls, doors and windows;
    - ii. air-conditioning intakes;
    - iii. base camp entrances;
    - iv. NSW RFS vehicles and tankers;
    - v. areas where fuel or chemicals are stored or decanted (including refuelling areas);
    - vi. battery charging areas;
    - vii. areas where visitors or the public may frequent; and
    - viii. designated eating areas.
  - b. provided with a purpose built receptacle for cigarette butts;
  - c. identified on the building and/or site plan;
  - d. included in the site induction; and
  - e. considerate to the welfare of non-smoking members.
- 3.13 In providing designated smoking areas for NSW RFS members, care shall be taken to ensure that additional hazards are not introduced to the workplace. The following should also be considered:
- a. lighting, particularly if used after hours;
  - b. degree of protection from weather;
  - c. degree of protection from UV light (sunlight);
  - d. access to and from the area (e.g. should be free from trip hazards); and
  - e. the safety and security of users.

### In the event that a person is found to be smoking outside a designated smoking area

- 3.14 Persons witnessing NSW RFS members smoking outside designated smoking areas may politely address the NSW RFS member to remind them of the smoke free-environment policy described in this Service Standard, and the location of the designated smoking area.
- 3.15 Persons witnessing NSW RFS members smoking outside designated smoking areas should advise the Facility Manager, or a senior NSW RFS member.
- 3.16 The relevant manager or Facility Manager should ensure that persons found to be smoking outside the designated smoking areas are suitably counselled.

### Assistance for smokers

- 3.17 The NSW RFS recognises that smokers may require assistance to stop smoking. NSW RFS members who are trying to quit smoking are encouraged to speak with their medical practitioner.
- 3.18 Assistance and information is available from a number of sources including:
  - a. the iCanQuit website (including downloadable Quit smoking Kit) - [www.icanquit.com.au](http://www.icanquit.com.au).
  - b. the Australian Government QuitNow website - [Quitnow.gov.au](http://Quitnow.gov.au)
  - c. My Quit Buddy mobile app – available free from the App Store, Google Play and Windows Store; and
  - d. NSW Quitline 13 7848 (13 QUIT).

## 4 Related documents

- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2017](#)
- [Smoke-free Environment Act 2000](#)
- [Smoke-free Environment Amendment Act 2018](#)
- [Smoke Free Environment Regulation 2016](#)
- [NSW Government Motor Vehicle Operational Guidelines](#)
- AS 1940:2017 The Storage and handling of flammable and combustible liquids
- AS/NZS 60079.10.1:2009 Explosive Atmospheres – Classification of areas – Explosive Gas Atmospheres
- [P8.1.1 Passenger Motor Vehicle Usage](#)

## 5 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
16 July 2013	1.0	Initial release – as SS 7.8.5 v1.0
17 September 2018	1.0	<ul style="list-style-type: none"><li>➤ Repeals and remakes SS 7.8.5 v1.0</li><li>➤ Renumbered as SS 7.1.7 v1.0 to align with SS index</li><li>➤ Incorporates <i>Smoke-free Environment Amendment Act 2018</i> and <i>Smoke-free Environment Regulation 2016</i></li></ul>