

SOUTH EAST COMMUNITY ACCESS RADIO Inc. (5GTR-FM)

SMOKE-FREE POLICY

Reason

Tobacco smoking is the leading cause of preventable disease and death in Australia. Workplace exposure to passive smoking is a significant workplace hazard. Exposure to passive smoking can produce symptoms of ill health, particularly for people with pre-existing medical conditions, such as respiratory or cardiovascular conditions. There is no recognised safe level of tobacco smoke exposure.

Under the **Work Health and Safety Act 2012** 5GTR-FM has a legal commitment to provide a safe and healthy workplace for all employees, visitors and customers.

Under the **Tobacco Products Regulation Act 1997** smoking is prohibited in all enclosed workplaces and some unenclosed areas this also includes vaping.

Aim

To minimise the exposure of employees, contractors, volunteers and visitors to the hazards of tobacco smoke.

Scope

All persons at the 5GTR-FM are expected to comply with the policy.

This includes all employees, contractors, volunteers and visitors.

Commencement Date: 24th August 2022 to be re-evaluated every 12 months.

Communication

The smoke-free policy is to be communicated to all. All persons applying to be a volunteer at 5GTR-FM will be informed of the smoke-free policy.

Appropriate signage will be displayed in both no-smoking and smoking areas.

Quit Smoking Support

Any volunteer or employee of 5GTR-FM wishing to address their smoking will be provided with the following assistance to do so:

- **Smoke-free Environment**
- **Quit line phone number 13 78 48**

Smoking AND Vaping are prohibited in the following areas:

- Inside the building of 5GTR-FM this includes the Tech Room
- Doorways and windows
- Front of the building from the front fence to the building which is 5GTR-FM
- And within 7 metres of building
- Down the side of the building on both sides this includes the back and front yard

Smoking AND Vaping is only permitted in the following designated areas:

- The carport near the back fence of the property of 5GTR-FM
- Your own personal car/ute/van
- Cigarette Butts must be fully out before you leave the area
- Ashtray to be emptied with cigarette butts to be placed in a bag to be supplied and put into the small green rubbish bin by smokers
- ***On Fire Ban Days smoking in the designated area will be banned***

Volunteer and Employee Responsibility

Smoking is only permitted in the designated area if more than one presenter is present on the premises and the premises are not left unattended.

All smoking paraphernalia is to be kept out of sight whilst representing 5GTR-FM either on the premises at 25 Alexander Street or at Outside Broadcasts.

You as a presenter are required to remain in the building at all times whilst presenting your program as part of your Presenter/Volunteer Agreement which you have signed and agreed upon.

To keep you safe after hours all doors are to be locked at all times **except the front external door.**

Enquiries

Enquiries regarding the policy on smoking should be directed to:

Station Manager of 5GTR-FM on behalf of the Board of Management

Compliance

All persons on the premises of 5GTR-FM are required to abide by the conditions of this policy.

In the event that these conditions are not adhered to, appropriate action will be taken.