

Ports Of Auckland Smoke-free Policy

Purpose:

The purpose of this policy is to protect the worker who do not wish to smoke or to be affected by smoke, from tobacco and vapour smoke in and around the workplace, as far as practicable. This policy aligns with the Auckland Council's smoke-free Policy and the national goal of being smoke-free by 2025 and aims to improve the health and wellbeing of those working at Ports of Auckland (POAL) by:

- Reducing the prevalence of smoking
- De-normalising smoking behaviour
- Providing people with a workplace that is free of cigarette smoke

Policy Scope:

This policy applies to all staff, visitors, contractors and other Port users accessing POAL sites. This includes all buildings, vehicles (and all outdoor areas except designated smoking areas).

The term 'smoking' and 'smoke-free' in this policy applies to all tobacco or herbal smoking products, electronic cigarettes, vaping devices and any other devices used to inhale a non-prescribed substance.

POAL Commitment:

- To ensure that no one is harmed by its actions or inactions under its general duty of care. As smoking and vaping are harmful to people affected by the smoke, POAL will implement a pathway toward a POAL Smoke-Free Policy before 2025.
- To help enable workers to quit smoking and vaping through our Wellness Programme and support workers to attend smoking cessation clinics.
- Install smoke-free and no smoking signage.
- To support staff to collect and present evidence to inform our approach, monitor results for continual improvement and measure progress towards the vision and the outcomes identified in the health and safety management plan regularly.

Policy Detail:

In alignment with the Government's national goal of being smoke-free by 2025, POAL acknowledges its duties towards establishing the following controls;

Control on Locations

POAL provides designated smoking areas with appropriate receptacles for smoking material disposal at POAL sites. These designated smoking areas are situated in areas away from buildings, where no additional hazards or combustible materials are present and are marked with consistent signage. Smoking is only permitted within two metres of a 'Designated Smoking Area' sign. All other areas are non-smoking areas.

Smoking is not allowed in:

- Mess rooms, offices, storerooms, changing rooms, the gymnasium, reception areas, stairwells, gatehouses, car parks, and all outside and indoor areas.
- Cabs on the plant, for example, cranes, straddle carriers and hoists.
- Company vehicles.
- Internal areas of floating plants, for example, tugs and pilot boats.
- External areas include wharves, break out, common and recreation areas and public outdoor areas associated with POAL areas (other than designated smoking areas).

Disposal of Waste Control

- Designated smoking areas will have a cigarette butt receptacle provided. This receptacle must be used for all cigarette waste and emptied daily.

Complaints Handling

- Complaints under this policy should be directed to your immediate manager. Responses to the complaint are to be made within 7 working days after receipt of the complaint. If there has been no response the Safety & Wellbeing team should be advised.

Disciplinary Procedures

- An individual's manager is primarily responsible for communication, implementation and enforcement of this policy with their staff. Employees who disregard the provision of this policy may be subject to disciplinary procedures.

Applicability to Port Users

- Port user companies are encouraged to implement their policies however the controls in this Smoking Policy are the minimum requirements acceptable within POAL.
- For areas leased or used predominately by Port users, the responsibility for providing receptacles for and disposal of all cigarette waste, monitoring compliance of this policy and resolving employee complaints lies with the Port user company concerned. However, issues between Port user companies should be communicated to the POAL Safety & Wellbeing Team in the first instance.

Port user company personnel who disregard the provisions of this policy will be subject to normal disciplinary procedures existing within their Company.

Relevant Legislation:

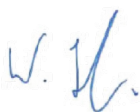
This policy and the POAL WAKA (S&W-Safety & Wellbeing Management System) will ensure compliance with legislative requirements and current industry standards that are listed in the Safety and Wellbeing Legal Register. The relevant legislation for this policy includes (but is not limited to):

Title
Health and Safety at Work Act 2015
Human Rights Act 1993 (or any updates)
Privacy Act 1993 (or any updates)
Employment Relations Act of 2000

Policy Document Owner:

Vanessa Matakatea - General Manager – Safety and Wellbeing

This policy will be reviewed on annual basis or sooner should the need arise, take account of new legislation, system improvement, technology advancements around Drug and Alcohol testing and organisational changes.



11 March 2022

Wayne Thompson
Interim Chief Executive Officer
(insert date)