

Tobacco Smoke Free Workplace Procedure

DOCUMENT CONTROL

Version	Description	Reviewed by	Approved by	Review Date	Issue Date
01	New document	HSR Committee	Regional Manager	24/08/2022	04/05/2022
02	Review and update.	Squad review: Port Health Safety and Environment Teams	Chief Operating Officer	05/04/2024	05/04/2024
03	Updated to the new Template no legislated changes.	Group HSE Manager	Chief Operating Officer	27/03/2026	27/03/2026
04	Updated EAP references	Human Resources	Chief Operating Officer	29/09/2026	30/09/2026

AUDIT

This Procedure shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Procedure
- following a significant incident involving this Procedure
- at least every three years.

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1 INTRODUCTION

1.1 Purpose

This Tobacco Smoke Free Workplace Procedure provides information on the designated smoking areas at Southern Ports including their purpose, locations and maintenance.

This procedure applies to all to Southern Ports workers (including employees and contractors), port users and visitors to Southern Ports.

1.2 Scope

In Scope	Out of Scope
This Tobacco Smoke Free Workplace Procedure applies to all Southern Ports workers (including employees and contractors) and visitors.	Smoking on port land that is under the full control of the lessee.

1.3 References

1.3.1 Legislation, Standards and Codes of Practice

Legislation, Standards and Codes of Practice referenced by this Procedure are shown in Table 1 below.

Table 1: External Documents

Reference	Title
Commonwealth Department of Health and Aged Care	How to Quit Smoking
Worksafe WA	Smoking
WA	Tobacco Products Control Act 2006
WA	Tobacco Products Control Regulations 2006
WA	Work Health and Safety Act 2020
WA	Work Health and Safety (General) Regulations 2022

1.3.2 Southern Ports Documents

Southern Ports documents referenced by this Procedure are shown in Table 2 below.

Table 2: Southern Ports Documents

Reference	Title
D18/12420	Code of Conduct and Ethics
D18/2501	Employee Assistance Program Procedure
D18/8748	Health and Safety Policy
D21/4959	Records Management Policy
D18/24902	Work Health and Safety Management Plan

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1.3.3 Roles and Responsibilities

Roles and responsibilities for this Procedure are shown in below.

Table 3: Roles and Responsibilities

Role	Responsibility
Managers, Superintendents and Supervisors	<i>Managers, Superintendents and Supervisors</i> are to ensure workers under their control are aware of, understand and comply with the requirements of this Procedure.
Workers	Workers (including employees and contractors) must comply with this Procedure.
Visitors and Port Users	Visitors and Port Users must comply with all reasonable instructions given to them by Southern Ports personnel.

1.4 Definitions

Terms used in this Procedure are defined in [Table 4](#) below.

Table 4: Definitions

Term	Definition
Drugs	Drugs encompasses all drugs set out in relevant Australian and New Zealand standards as well as any prohibited substances.
Electronic Cigarette	An Electronic Cigarette, also known as an e-cigarette, is a battery operated devices designed to look and feel similar to cigarettes or cigars, but that does not burn tobacco. Using an e-cigarette is often called 'vaping'.
Enclosed Workplace	A workplace is an 'enclosed workplace' if it has a ceiling or roof and is greater than 50% enclosed by walls, other vertical structures or coverings. A vehicle meets the definition of an enclosed workplace.
Environmental Tobacco Smoke	Environmental Tobacco Smoke is a complex mix of chemicals and other matter that is released into the air from the side stream (burning end) of a cigarette, cigar or pipe. Environmental Tobacco Smoke has previously been referred to as second hand or passive smoke.
Smoking	For the purposes of this Procedure, Southern Ports defines smoking to include the use of all smoking media and implements, including cigarettes, cigars, e-cigarettes and vaping.
Visitor	A person who is signed in as a visitor at a Southern Ports site who is not engaged to participate in any work activities and typically has not completed a Southern Ports induction. Visitors are escorted at all times by inducted Southern Ports personnel.
Workplace and Worksite	Workplace and Worksite are defined as a place, whether in a vehicle, vessel, building or other structure where employees or self-employed persons work or are likely to be in the course of their work for Southern Ports.

2 DESIGNATED SMOKING AREAS

2.1 General Information

Section 19(1) of the [Work Health and Safety Act 2020](#) requires persons conducting a business or undertaking, such as Southern Ports, to ensure, so far as is reasonably practicable, the health and safety of their workers.

Under the [Work Health and Safety \(General\) Regulations 2022](#), smoking is not permitted in enclosed workplaces or outside designated smoking areas. The regulations require a 'Person Conducting a Business or Undertaking' or who has management or control of an enclosed workplace, such as Southern Ports, to display a notice or sign that smoking is prohibited in the workplace.



Figure 1: No Smoking Signage

No smoking signage is displayed at all port entry gates, confirming that Southern Ports does not allow smoking within Port boundaries, other than in designated smoking areas.

Workers smoking outside of designated smoking areas may be subject to a penalty of \$7000 under Part 3.2, Division 7A, regulation 50B of the [Work Health and Safety \(General\) Regulations 2022](#).

2.2 About Environmental Tobacco Smoke

As Environmental Tobacco Smoke, also referred to as second-hand smoke, is known to be a health hazard, Southern Ports must reduce the risks from Environmental Tobacco Smoke at our workplace so far as is reasonably practicable.

Southern Ports' Health and Wellbeing data also suggests that smoking is a topic of concern among workers, whether this is regarding their own habits or that of the people around them.

Environmental Tobacco Smoke is a complex mixture of particles, vapours and gases. Over 4000 compounds have been identified in Environmental Tobacco Smoke. Sixty of these are known to be carcinogenic. Toxic chemicals found in Environmental Tobacco Smoke include:

- Carbon monoxide
- Nicotine
- Polycyclic aromatic hydrocarbons
- Hydrogen cyanide
- Pesticide
- Toxic metals

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- Radioactive substances

Research shows that Environmental Tobacco Smoke may cause a range of adverse health effects such as:

- increased risk of lung cancer
- increased risk of heart disease and stroke
- upper and lower respiratory tract irritation
- eye irritation
- coughing
- headaches
- increased respiratory problems in asthmatics.

Mechanical dilution ventilation is not an appropriate method for eliminating exposure to Environmental Tobacco Smoke for any given level of smoking.

Restriction of smoking to outdoor areas where drift to workplaces cannot occur is a component of good practice in eliminating exposure to Environmental Tobacco Smoke.

2.3 Smoking Prohibited Areas

Smoking is prohibited at all Southern Ports outside of any area that is not a designated smoking area.

Legislation prohibits smoking within 10 metres of a building opening, such as a door, window or air intake vent.

Limiting the areas where smoking is permitted reduces:

- the risk to others of exposure to tobacco smoke
- the risk to smokers of exposure to toxic gases, as a result of smokers heating and inhaling bulk product dust including but not limited to sulphur and fertiliser dust
- the risk of fire
- environmental litter.

Smoking Prohibited areas at all ports include:

- inside any building including offices, amenities, workshops, conveyor galleries, shipping galleries or transfer towers;
- in any vehicle or plant, including forklifts, cranes, trucks, work boats or launches;
- within 10 metres of any entrance or open window to a building, window or ventilation duct;
- on any veranda or building lean-to that is 50% or more enclosed;
- within 10 metres of any other person unless they are also smoking;
- on berths:
 - when a grain, woodchip or fuel is loading or discharging;
 - when there is a fuel tank ship discharging;
 - when dangerous goods are being loaded or unloaded; and
 - within any area signposted as a non-smoking area (such as fuel bowsers)
- near any flammable or combustible substance.

2.4 Designated Smoking Areas

Designated smoking areas at all ports are signposted and have a suitable butt disposal receptacle.

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Figure 2: Designated Smoking Area Signage

In accordance with an employer's duty of care, outdoor designated smoking areas need to be equipped to ensure the health and safety of users, free of slip, trip and fall hazards and provide adequate shelter.

Where provided, shelters must have an open-wall design for adequate airflow so that they cannot be deemed an enclosed workplace, and positioned so there is no risk for smoke to travel into a building or across a walkway, as per the example in [Figure 3](#) below.



Figure 3: Example Smoking Shelter

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2.4.1 Albany Designated Smoking Areas

1. Transit Shed – Eastern and western ends on the north side;
2. Berth 3 – Smoking shelter near the amenities room;
3. Berth 6 – Smoking shelter near the amenities room; and
4. Administration Office – Southern corner of the administration lower carpark.

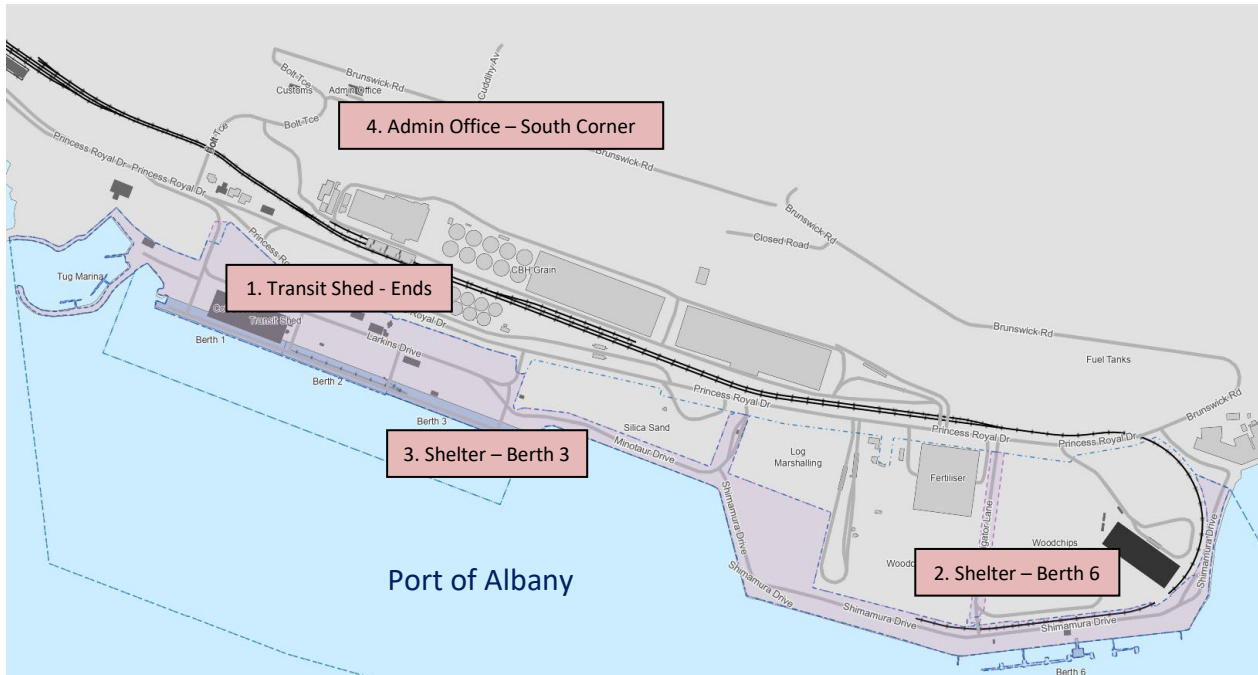


Figure 4: Albany Designated Smoking Areas

Tobacco Smoke Free Workplace Procedure**2.4.2 Bunbury Designated Smoking Areas**

1. Port Admin;
2. Workshop;
3. Homestead; and
4. Amenities

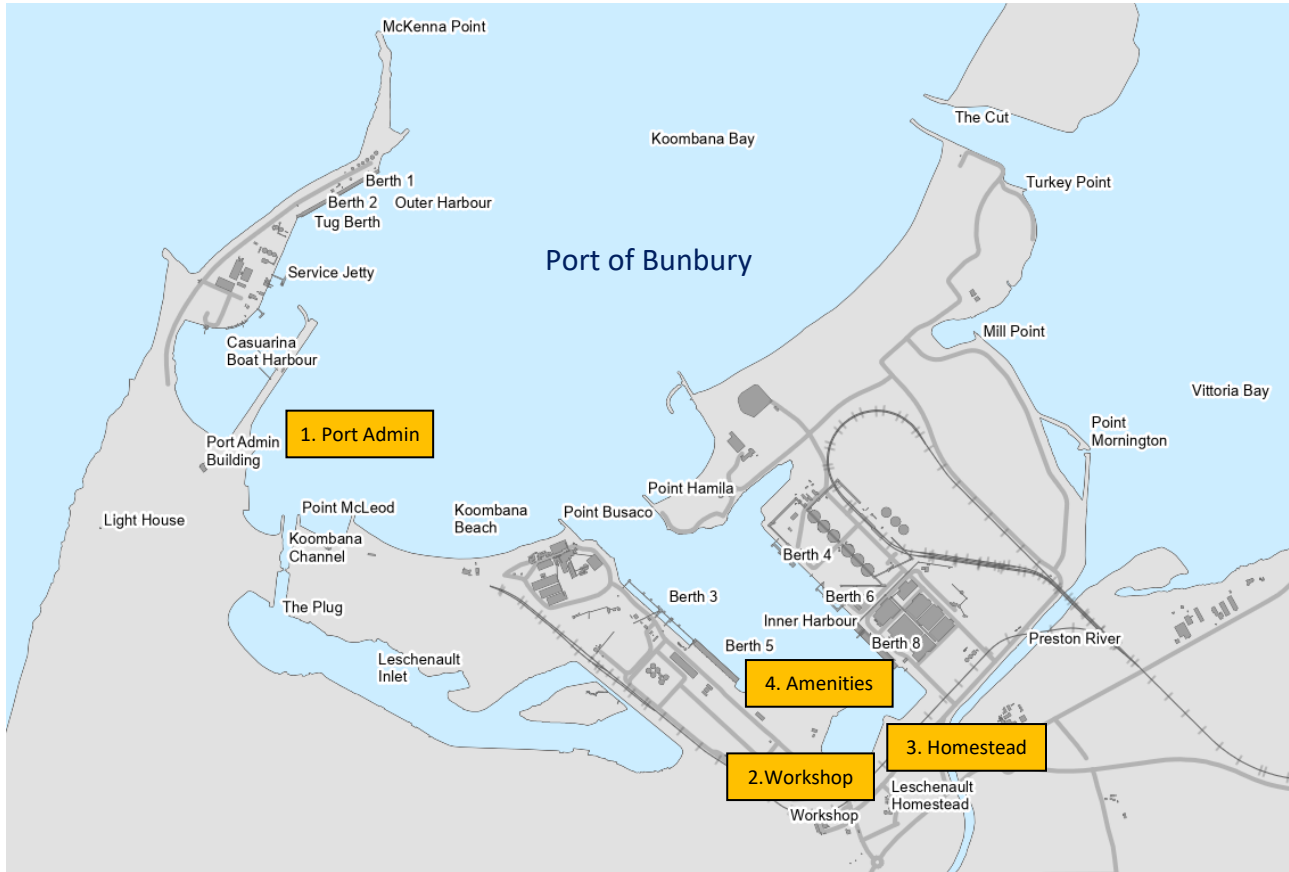


Figure 5: Bunbury Designated Smoking Areas

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2.4.3 Esperance Designated Smoking Areas

- 1) Administration Building
- 2) Electrical Workshop
- 3) Security Office (Off LRZ)
- 4) Mission Control (South)
- 5) SPF (Shed 2 NE)
- 6) Qube Hut (Berth 2)
- 7) RCD (Base of overpass stairs)
- 8) Maintenance Yard
- 9) Marine Hut Container
- 10) Qube Yard
- 11) Cleanaway Yard

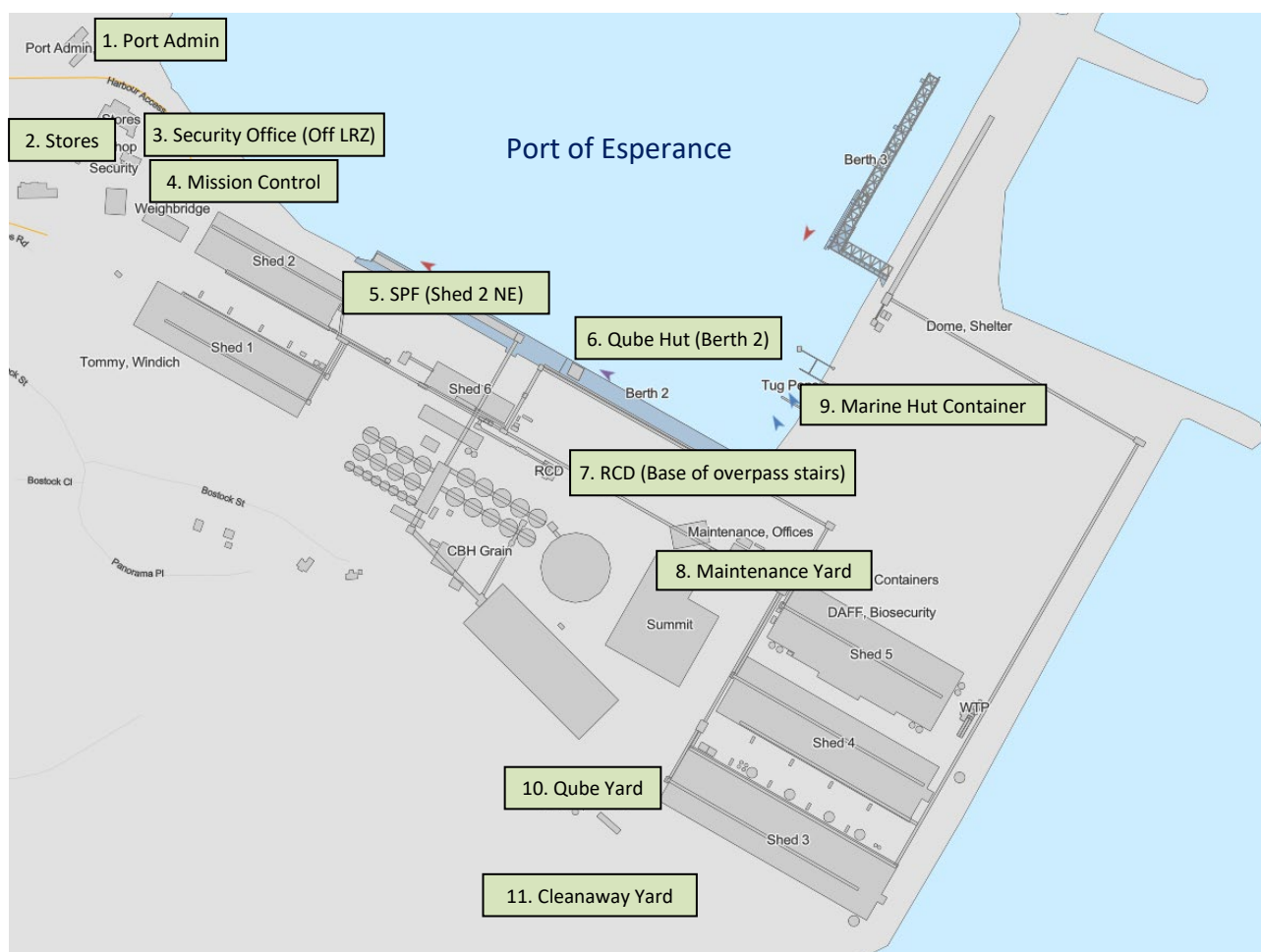


Figure 6: Esperance Designated Smoking Areas

2.5 Waste Disposal

Cigarette butts must be extinguished and disposed of in the butt receptacles and must not be discarded on the ground, in gardens or into the water.

Maintenance of the butt receptacles will be managed by the maintenance team.

2.6 Help to Quit Smoking

If you are thinking about quitting, there are different strategies for different people. These are some resources that are available.

- Southern Ports *Health and Wellbeing Coordinator* (08 9072 3327)
- Employee Assistance Program - [EAP Page](#)
View the Southern Ports' [Employee Assistance Program Procedure](#) or contact the [Human Resources team](#) for further information.
- Your General Practitioner
- Quitline 13 78 48
- www.makesmokinghistory.org.au
- www.quitmate.com.au