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compliance incident or breach.



COOLANGATTA
& TWEED HEADS
Golf Club

SMOKING MANAGEMENT POLICY

The Coolangatta & Tweed Heads Golf Club SMOKING MANAGEMENT POLICY has been written in consultation with and approved by Senior Management and the Board of Directors. This policy will be displayed on Staff noticeboards and made available at Club Reception upon request.

It is the policy of Coolangatta & Tweed Heads Golf Club to ensure the health, safety and wellbeing of our workers, members, and guests by adopting a SMOKING MANAGEMENT POLICY. The Coolangatta & Tweed Heads Golf Club SMOKING MANAGEMENT Policy aims to achieve a workplace that complies with and takes account of the; Public Health (Tobacco Act 2008), *Smoke-free Environment Act, 2000*, and the *Work Health and Safety Act 2011 (NSW)*. In addition, the policy aims to minimise the litter associated with cigarettes and to promote initiatives associated with the cessation of smoking in the community. Smoking has been prohibited in all indoor (enclosed) areas of the Club since July 2, 2007 and will also be prohibited in commercial outdoor dining areas from 6 July 2015.

Coolangatta & Tweed Heads Golf Club will work towards achieving full compliance with the relevant legislation and Club policy by ensuring:

1. That a health warning sign and the sales to minors sign will be displayed on all tobacco vending machines furthermore, that only permissible information is displayed on tobacco vending machines.
2. That tobacco vending machines are only placed in restricted bar areas or gaming machine areas of the licensed premises.
3. That only one tobacco vending machine is provided, the operation of which will be controlled by members of staff by remote control.
4. That tobacco product is only sold from one cash register at each licensed premise.
5. That tobacco product cannot be seen by patrons.
6. That e-cigarettes (electronic cigarettes) will not be available for sale or purchase.
7. That new employees are informed at commencement of employment that:
 - 7.1. The workplace has a SMOKING MANAGEMENT POLICY; this is covered in the employee handbook.
 - 7.2. Staff are not permitted to smoke whilst entering or leaving the premises.
 - 7.3. Staff are not permitted to smoke in public areas while on duty.

- 7.4. When off duty staff are not permitted to smoke in public areas while in uniform.
- 7.5. Staff members are only permitted to smoke on premise, during their rostered break period and in allocated smoking areas.
- 7.6. That those that work in isolation are prohibited from smoking.
- 7.7. It is illegal to sell tobacco products to person under the age of 18 years.
- 7.8. That if a person smokes in a smoke free area a penalty applies to the person, who smokes in the smoke free area, as well as the Club.
8. Staff members are only permitted to smoke on premise, during their rostered break period and in allocated smoking areas.
9. Smoke breaks are generally prohibited during paid working time. Exceptions are detailed within the Employee Handbook.
10. Employees requesting a smoke break must first verbally request permission from the Shift Supervisor/Duty Manager on shift. Employees who are given permission to have a smoke break must only have one (1) cigarette in the designated location and dispose of their cigarette butts in the appropriate containers.
11. That employee's cannot be disciplined because they smoke away from the workplace, during their own time.
12. Signage will be displayed, in accordance with legislation, using the standard symbols clearly indicating to staff, members and guests:
 - 12.1. That all indoor areas of the Club are non-smoking.
 - 12.2. That members and guests are made aware that they are entering a designated smoking area by display of appropriate signage.
 - 12.3. That members and guests are made aware of commercial outdoor dining areas and areas where smoking is not permitted.
13. That smoking exclusion zones, with regard to taxi drop off areas, children's play equipment, 4 metres of a pedestrian entrance or exit of the club and spectator areas will be indicated by way of appropriate signage.
14. That staff will remove ashtrays, matches, and lighters, for sale from non-smoking areas.
15. Smoking is prohibited:
 - 15.1. In all enclosed areas of the Club.
 - 15.2. In all areas within 4 metres of a pedestrian entrance to or exit from the Club.
 - 15.3. In a commercial outdoor dining area (CODA).
 - 15.4. Within 4 metres of a seated dining area.
16. Water pipes (nargila, argieh, hubble, bubble, hookah, shisha and goza) are not permitted to be smoked in any outdoor dining area or in any enclosed area of the Club.
17. E-cigarettes are not permitted to be smoked in any outdoor dining area or in any enclosed area of the Club.
18. That staff are provided with the appropriate training so that they know how to immediately and adequately address non-compliance.

- 19. A copy of the SMOKING MANAGEMENT POLICY will be made available upon request.
- 20. This SMOKING MANAGEMENT POLICY will be reviewed and revised in accordance with legislative or organisational changes, compliance incident or breach.

Breaches of this policy by individuals will result firstly in a warning. Continued breaches will result in termination of the employee or contractor and the expulsion of members or guests. This policy is effective from 1 July 2015.

For further information regarding this policy or the SMOKING MANAGEMENT POLICY, please contact the General Manager.

Signed: BC Hunt

Tim (BP) Stewart

General Manager

Board of Directors – President

Date:

Date: