

Christchurch Engine Centre

SMOKE-FREE WORKPLACE POLICY

The smoke-free workplace policy of the Christchurch Engine Centre is intended to prevent, so far as is reasonably practicable, the detrimental effects of smoking on the health of any person who does not smoke, or does not wish to smoke, whilst on the site of the Christchurch Engine Centre.

It also seeks to make provision for those employees who elect to smoke, to be able to do so while at work, while protecting others from that smoking.

CONSULTATION & REVIEW

This Policy has been developed in consultation with our employees and is subject to annual review by members of the EHS Workplace Teams and the EHS Council.

DESIGNATED SMOKING AREA

By agreement between employees and management, the designated smoking area is in the Gazebo in the quadrangle outside the JT8D Cafe and in the Gazebo outside the V2500 building.

DESIGNATED SMOKE-FREE AREAS

Smoking is not permitted in any area other than as is specified as a Designated Smoking area.

This includes all areas to which the public normally have access, office areas where the air space is shared, cafeterias, restrooms, locker rooms and Company owned/leased vehicles.

EMPLOYEE REQUESTS FOR CHANGE TO THE POLICY

Employees may submit requests in writing for changes/ review of this policy to Human Resources.

Employees may request in writing the Christchurch Engine Centre to designate areas within 2 metres of the usual work area as a smoke-free area, provided that area is not an office.

Employees may request in writing that the Christchurch Engine Centre designate an enclosed area as a Designated Smoking Area, provided all employees in that area agree to the request and confirm that they do not object to the area being designated as a Smoking Area.

COMPLAINTS

The Smoke-free Environments Act contains provisions for employees to make complaints against any person on the grounds that they have contravened any provision of Part 1 of the Act. Such complaints should be lodged with Human Resources, who will respond IAW Human resources Manual (Refer 8.1)

Nothing in this policy shall deny any person rights to complain directly to the local District Health Board.

EDUCATION & ASSISTANCE

For the sake of their own wellbeing, smokers are to be encouraged to address their smoking habit. The Christchurch Engine Centre will display and provide information to employees on educational and rehabilitative techniques designed to assist smokers to assess and alter their smoking habits. Assistance will be provided IAW the Human Resources Manual. (Refer 8.1)

EHS Council (Chair) 

Date 15.03.2011