



POLICY STATEMENT

TOBACCO

Approval Date : 13.12.04

Amendment Date : 1 July 2011

Reviewed : 6 August 2014

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POLICY NAME

Tobacco

DEFINITION

This policy applies to all Bowls WA Executive, Officials, members and the public. Smoking is prohibited on all Bowls WA premises, which includes the land area up to the boundaries on which any Bowls WA premises are located.

AUTHORITY

BWA Constitution - Objects

4 (iv) To at all times act on behalf of, in the interests of, and in conjunction with, the Members and the Sport of Bowls.

RESPONSIBILITY

Executive Officer, officials.

CONFIDENTIALITY

Not confidential

ATTACHMENTS

Nil

POLICY STATEMENT

BOWLS WA recognises that smoke free environments protect non smokers from the harmful effects of environmental tobacco smoke. Smoking is prohibited on all Bowls WA premises, which includes the land area up to the boundaries on which any Bowls WA premises are located.

It has been recognised that tobacco smoke is irritating and offensive and there is now a considerable body of evidence which indicates that passive smoking is hazardous to health and that non smokers should be protected from the inhalation of tobacco smoke. As a result the following policy has been developed

- 1.1 Smoking is prohibited on all Bowls WA premises, which include land area up to the boundaries on which any Bowls WA premises are located and all parking areas around the premises.
- 1.2 **Exemptions to clause 1.1:** Where it would cause undue hardship for staff to smoke off Bowls WA premises, the Executive can approve a designated smoking area. Designated smoking areas are to be:
 - Out of view of members, customers and the public;
 - Outdoors, adequately ventilated and away from any openings e.g. doorways,
 - Away from windows, air conditioning ducts that would allow smoke to enter the building and affect others.
- 1.3 Staff may only smoke during recognised break times i.e. during the tea break and at lunchtime or meal breaks. Smokers should dispose of their cigarette butts in an appropriate manner.
- 1.4 Visitors to Bowls WA's buildings and facilities will be expected to comply with the policy on smoking in the Workplace.
- 1.5 Advertisements for vacant positions within Bowls WA shall carry wording to indicate that The Association prohibits smoking in the Workplace.
- 1.6 Management must ensure that notice is given or displayed to the effect that smoking is prohibited in the enclosed workplace.
- 1.7 All Bowls WA official functions (including dinners, receptions, presentations, fund-raising events, meetings and social occasions) will be 100% smoke free.
- 1.8 Bowls WA will advocate for the expansion of smoke free areas at all bowling clubs in WA.

- 1.9 Tobacco products will not be sold by Bowls WA or on any premises under the control of Bowls WA.
- 1.10 Bowls WA will advocate for all bowling clubs in WA to remove tobacco vending machines from their premises.
- 1.11 Bowls WA (whether directly or through a third party) will not receive money, other benefits or have arrangements with the tobacco industry (including sales, promotion or distribution of tobacco products).

Enforcement: Any breach of this policy will be regarded as a breach of BOWLS WA's policy and the individual will be subject to the normal disciplinary process i.e. verbal warning, written warning etc.

PROCEDURE

2. If an exemption is sought in accordance with paragraph 1.2, the Chief Executive Officer will seek authorisation from the Executive to establish a designated smoking on BOWLS WA's premises.

In accordance with Section 24 of the Occupational Safety and Health Act 1984, where a grievance arises, the matter should be referred to the Health and Safety Representative and Supervisor of the unit. If unresolved, staff should refer to Bowls WA's Staff Grievance Policy (Occupational Safety and Health).