



## **Staff Smoking Policy**

### **Policy Statement:**

The New South Wales Clay Target Association is committed to, as far as practical, maintaining a safe workplace and environment. This includes protection to all employees, members, volunteers and members of the public from the potential hazard of passive smoking.

The interior of the State Office / Hall of Fame is a non smoking environment and this is to be communicated to new employees before they commence employment. The staff smoking policy will be explained to employees verbally and as documented in the Employee Information Handbook.

Smoking is not permitted in the indoor area. Smoking is only permitted outside the building. Cigarettes must be extinguished in the receptacles provided.

### **The Executive Shall:**

- Recognise an employees right to smoke and respect this choice.
- Ensure this right is implemented in a safe manner which does not effect the safety and rights of fellow staff members, members, volunteers and members of the public.

### **Employees Shall:**

- In the interest of safety, be required to be aware of, the Department of Health 2002 Regulations, the OH&S Act 2000 and the OH&S Regulations 2001. (The executive will consider the comfort needs of non-smokers as required by these directives)

**Signature:** \_\_\_\_\_  
Paul Watchorn  
President

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Kathleen Dawe  
Secretary

Approved February 2012

Reviewed February 2014