

NO SMOKING IN THE WORKPLACE POLICY

Policy number	No Smoking	Version	001
Drafted by	NSW GBOTA	Approved by CEO on	27 February 2026
Responsible person	Chief Executive Officer	Review	As required

INTRODUCTION

The NSW Greyhound Breeders, Owners and Trainers Association (NSW GBOTA) consider the Work Health and Safety (WHS) of all persons employed, contractors, suppliers, volunteers, club members and visitors to the club to be of utmost importance. We are committed to making resources available to comply with the relevant Acts and Regulations associated with WHS and to ensure that the club is safe and without risk to health.

The club is committed to the effective management of WHS. It is the aim of the club to eliminate the risk of injury and disease to our workers, contractors, suppliers, suppliers, volunteers, club members and the public by adopting a planned and systematic approach to the management of work health, safety and welfare, and by providing the resources for its successful implementation and continuous improvement. All reported incidents will be investigated.

The Chief Executive Officer on behalf of the entity has ultimate responsibility for the implementation and review of the WHS policy and delegation of WHS management responsibilities.

SCOPE

The New South Wales Greyhound Breeders Owners and Trainers Association (NSW GBOTA) is committed to providing a healthy and safe working environment that is free from exposure to secondhand smoke and vape aerosol. This policy sets out our rules and responsibilities to eliminate smoking and vaping inside buildings and to manage any permitted smoking in designated outdoor areas in compliance with NSW law.

This policy applies to:

- (a) All staff members; and
- (b) Contractors, volunteers and visitors to NSW GBOTA's premises, to the extent it is relevant to them.

In this policy, 'workplace' includes working on site or off-site, attendance at a work-related conference or function, and attendance at a client or other work-related event, including retreats and social events.

LEGAL FRAMEWORK

- **Work Health and Safety Act 2011 (NSW):** We must ensure, so far as it is reasonably practicable, that workers and others are not exposed to health and safety risks, including exposure to secondhand smoke.
- **Smoke free Environment Act 2000 (NSW) & Regulation 2016:** Smoking and vaping are banned in all enclosed public places, which include indoor workplaces and common areas; additional restrictions apply near building entrances and specified outdoor areas.
- **WHS Regulations / guidance:** PCBUs must identify and control hazards like environmental tobacco smoke; practical guidance for smoke free workplaces is provided by NSW public health and safety bodies.

Note: Under NSW smoke free laws, vaping is treated the same as smoking in prohibited areas.

DEFINITIONS

- **Smoking:** Inhaling/exhaling smoke from a tobacco product or holding a lit tobacco product.
- **Vaping:** Using an e cigarette (including devices that heat liquids) or similar device. Treated as smoking where bans apply.
- **Enclosed area:** An area substantially enclosed by a roof and walls (of any material). Enclosed public places are smoke free under NSW law.

POLICY STATEMENT

1. **No smoking or vaping indoors:** Smoking and vaping are **prohibited in all indoor areas** of NSW GBOTA workplaces, including offices, foyers, meeting rooms, lunchrooms, toilets, corridors, stairwells, lifts, loading docks and warehouses.
2. **No smoking near entrances/exits:** Smoking and vaping are **prohibited within 4 metres of any pedestrian entrance to or exit from a public building** (the "4 metre law").
3. **Company vehicles:** Smoking and vaping are prohibited in all company owned, leased, or pooled vehicles at all times. This controls exposure and fire risk as part of WHS duties.
4. **Designated outdoor smoking areas (if provided):** Where practicable a designated outdoor smoking area is to be provided that is clearly signed, not enclosed, positioned to prevent smoke/vape drift into buildings or through air intakes and away from thoroughfares and non-smoker congregation points. [health.nsw.gov.au],
5. **Breaks:** Smoking/vaping may only occur during approved breaks and never in prohibited areas. Break entitlements are applied consistently for all workers; smoking does not confer additional break time.
6. **Contractors, visitors, and clients:** All non-employees on site must comply with this policy; hosts and site supervisors are responsible for communication and enforcement.
7. **Signage:** "No Smoking/No Vaping" signs will be displayed in appropriate locations and at outdoor dining or other mandated areas in line with NSW Health guidance.

RESPONSIBILITIES

Officers/Executives

- Ensure resources and processes are in place to comply with smoke free and WHS obligations (governance, risk controls, signage, consultation).

Managers and Supervisors

- Communicate this policy to teams and contractors; ensure induction covers smoke free rules.
- Enforce compliance, address breaches promptly and respectfully, and escalate where required.
- Ensure any designated smoking area meets this policy and does not allow smoke to drift indoors.

Workers

- Always follow the policy, use only designated areas during breaks, and report issues (e.g., smoke drift, noncompliance) to a manager or WHS.

WHS Team/HR

- Maintain signage, conduct periodic checks, investigate complaints, record incidents, and support cessation programs and reasonable adjustments.

PROCEDURES

7.1 Assess and control risks

- Identify locations where smoke/vape drift could impact indoor air (entrances, loading bays, air intakes, balconies) and implement controls (relocation of designated area, physical separation, signage). [health.nsw.gov.au],

7.2 Designated smoking areas (if any)

- Must be outdoors, not substantially enclosed, located so smoke cannot enter buildings, and not within 4 metres of entrances/exits. Provide butt bins to reduce litter and fire risk.

7.3 Training and communication

- Include smoke free rules in inductions, contractor briefings, and site rules. Refresh communications periodically when sites or laws change.

7.4 Managing breaches

- Use a fair and consistent approach:
 1. Informal reminder and guidance.
 2. Formal warning noted on file.
 3. Disciplinary action under company procedures (up to termination for repeated non-compliance).

Smoking/vaping in prohibited areas may also attract penalties under NSW law.

7.5 Complaints and incident reporting

- Any worker may report concerns (including anonymous reports). WHS will investigate, document findings, and determine corrective actions. Reprisal is prohibited.

MONITORING AND REVIEW

The WHS Team will audit compliance (signage, designated area location, incident log) at least annually or after site changes/complaints and will update this policy if laws or guidance change.

RELATED DOCUMENTS

- WHS Policy and Risk Management Procedure
- Code of Conduct and Disciplinary Procedure
- Contractor Management Procedure
- Site Induction Checklist