



Catholic Schools Office  
Diocese of Broken Bay

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# NO SMOKING POLICY

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## OPERATIONAL POLICY

August 2013

## **PURPOSE**

Diocesan Systemic Schools are committed to maintaining healthy work environments for all workers and others who may be legally present on our premises. Additionally systemic schools have a duty under the 2011 Work Health and Safety legislation to provide a safe working environment. Schools have an obligation to respect the rights of non-smokers to be protected from the effects of passive smoke inhalation while present at the workplace. In keeping with these rights and responsibilities the Broken Bay Diocesan Schools System has adopted a policy of providing smoke-free workplaces. This applies to all systemic schools and the Catholic Schools Office.

## **POLICY FRAMEWORK**

As a responsible employer the CSO is concerned to protect workers, students and visitors from the dangers of passive smoking.

## **POLICY CONTENT**

Smoking is not permitted on Broken Bay systemic school property. Workers who smoke outside the premises should not do so near public entrances and should ensure that they dispose of cigarette butts and other litter carefully.

Smoking is also not permitted inside the CSO premises. Workers who smoke outside the premises should do so only in the designated smoking area and should ensure that they dispose of cigarette butts and other litter carefully.

## **Consequences of breach of policy**

Any breach of this policy may lead to disciplinary action.

## **POLICY RESPONSIBILITY**

The contact person for implementation of this policy is the Head of Human Resource Services.

## **POLICY REVIEW**

Date of implementation:	August 2003
Date of current version:	August 2013
Date of next review:	August 2018

authorised by  
**Mr Peter Hamill**  
Director of Schools