

SMOKING PROCEDURE

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1. OBJECTIVE

The objective of this procedure is to provide a safe working environment by reducing the effects of environmental tobacco smoke (ETS) and electronic-cigarette vapours.

2. SCOPE

A person conducting a business or undertaking (PCBU) for or on behalf of Pilbara Ports, and all workers and others on a Pilbara Ports site or Pilbara Ports controlled area must comply with this procedure. When agreed with Pilbara Ports, a PCBU may have their own Smoking Procedure, but it must meet legislative requirements, and the standards set by this procedure to manage risks associated with ETS and electronic-cigarette vapours.

3. DEFINITIONS

TERM	DEFINITION
Electronic cigarette (e-cigarette)	E-cigarettes are battery operated devices designed to look and feel like cigarettes and/or cigars, but do not burn tobacco. Using an e-cigarette is often called 'vaping'.
Enclosed workplace	A workplace is an 'enclosed workplace' if it has a ceiling or roof and is greater than 50% enclosed by walls, or other vertical structures or coverings. A vehicle meets the definition of an enclosed workplace.
Environmental tobacco smoke	Environmental tobacco smoke (ETS) is a complex mix of chemicals and other matter that is released into the air from the side stream (burning end) of a cigarette, cigar or pipe. ETS has previously been referred to as second hand or passive smoke.
Pilbara Ports controlled area	Any area of land that is under the control and direction of Pilbara Ports.
Pilbara Ports site	Port land, seabed, and waters as gazetted under the Port Authorities Act 1999.
Others	Any person at a workplace, including customers, visitors and volunteers.
Worker	Is any person who carries out work for a person conducting a business or undertaking (PCBU) under the <i>Work Health and Safety Act 2020</i> .

4. RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Managers, Superintendents and Supervisors	Ensure personnel under their control are aware of, understand and comply with the requirements of this procedure.
Employees and other workers	Comply with the requirements of this procedure.
Visitors	Comply with all reasonable instructions given by your escort.

5. ENVIRONMENTAL TOBACCO EXPOSURE HEALTH EFFECTS

Pilbara Ports recognises the health effects caused by exposure to ETS as well as the life-threatening diseases linked to the use of all forms of tobacco. Research shows that ETS may cause a range of adverse health effects. Some of these are:

- increased risk of lung cancer (classified as Group 1, Carcinogenic to Humans, by the International Agency for Research on Cancer),
- increased risk of heart disease and stroke,
- upper/lower respiratory tract irritation,
- eye irritation,
- coughing,
- headaches, and
- increased respiratory problems in asthmatics.

6. ASSISTANCE TO STOP SMOKING

Pilbara Ports employees who want to stop smoking will be provided with support which may include financial assistance for both an initial medical consultation and a quit smoking program. For more information, please contact People and Capability.

7. SMOKING AREAS GENERAL REQUIREMENTS

Smoking within Pilbara Ports sites and controlled areas is permitted in designated smoking areas only, which are identified with signage. All designated smoking areas have been chosen to minimise ETS exposure for non-smokers and are:

- located outdoors.
- in well-ventilated areas with no possibility of redundant smoke contaminating indoor areas.
- located, where possible, away from pedestrian traffic areas and away from areas where personnel are likely to work. and
- provided with cigarette butt bins to control litter and reduce potential fire risk.

Any changes to designated smoking areas must meet the above conditions and be approved by the Health and Safety Manager.

Smoking is prohibited inside any enclosed workplace, mobile equipment, and vehicles.

Smoking is prohibited while undertaking refuelling operations.

Personnel who use electronic cigarettes (e-cigarettes) or other personal vaporisers must comply with this procedure and are subject to the same requirements of persons smoking tobacco products.

7.1 Designated Smoking Areas

Designated smoking areas are defined on the below site maps:

- [Port of Ashburton – Designated Smoking Areas Map;](#)

- [Port of Dampier - Designated Smoking Areas Map;](#)
- [Port of Port Hedland – Eastern Harbour Designated Smoking Areas Map;](#)
and
- [Port of Port Hedland – Utah Point Designated Smoking Areas Map.](#)

The Perth Office is an enclosed workplace area and a smoke-free workplace. Personnel are permitted to smoke outside the building if they comply with *Tobacco Products Control Act 2006* and local signage. As a guide as it relates to the Perth Office, in Western Australia it is illegal to smoke:

- in enclosed public places,
- in outdoor eating areas, unless in a designated smoking area in a liquor licensed premises, and
- in taxis, on buses and other public transport that is available to or being used by the public.

7.2 Temporary Smoking Areas

Temporary smoking areas may be established if approved by the Health and Safety Manager. Any approved temporary smoking area must meet the requirements outlined in Section 7 of this procedure.

7.3 Disposing used Cigarettes

Cigarettes must be fully extinguished before discarding. Cigarette butt bins are provided at each designated smoking area, and they must be used to dispose of used cigarettes. In other locations where cigarette butt bins are not provided, used cigarettes must be extinguished and then disposed of as waste. Care must be taken to ensure cigarette disposal does not cause a fire.

Cigarette butt bins in Dampier and Ashburton are emptied regularly under the cleaning services contract.

Emptying of cigarette butt bins in Port Hedland is the responsibility of those who use them. Contents must be wetted with water and placed in a bag to be disposed of in a general waste bin.

8. REFERENCES

Tobacco Products Control Act 2006

Tobacco Products Control Regulations 2006

9. PROCESS OWNER

The Health and Safety Manager is responsible for this procedure.