

THE CONCORD COMMUNITY CLUB

Passive Smoking Management Policy

Policy Number:	1/25		
Effective Date:	08.09.2025	Next Review:	07.09.2026
Authorisation:			
Authorisation Date:	08.09.2025		
Accountable Executive:	Craig OBrien		

1. PURPOSE

1.1. The Concord Community Club is committed to reducing the health risks associated with tobacco smoke, including secondhand smoke and vaping, to all employees, members and guests by implementing effective control measures to limit the exposure so far as it reasonably practicable. This policy aims to:

- Ensure compliance with the *Smoke-free Environment Act 2000* (NSW), the *Work Health and Safety Act 2011* (NSW) and their regulations.
- Appropriately manage and reduce the exposure and health risks associated with tobacco and vaping use by workers, members and visitors to the Concord Community Club's premises.
- Promote Concord Community Club initiatives associated with the cessation of smoking.

2. SCOPE

2.1. This policy applies to all employees, volunteers and contracted persons of Concord Community Club and all associated entities forming the Group (collectively referred to as “**workers**”).

3. POLICY

3.1. SMOKE FREE WORKPLACE

- Smoking is strictly prohibited within all enclosed public spaces and within four meters of any building entrances, windows or ventilation systems.
- Workers are not permitted to smoke on the Concord Community Club's property at any time, including within Designated Outdoor

Smoking Areas (**DOSA**), within four meters of any entrance or exit from a building or on the surrounding footpath areas.

- Smoking is not permitted in Concord Community Club motor vehicles or hired vehicles.
- Workers may only smoke during their designated break times.
- Workers must ensure that they smoke out of view of customers, are not causing smoke to drift back into any Concord Community Club facilities and must ensure that waste is properly disposed of in a safe and tidy manner.
- The Concord Community Club offers a Quit Smoking Initiative which is available to all workers.

4. MANAGEMENT OF SMOKING ON PREMISES

4.1. MANAGING EXPOSURE TO SECONDHAND TOBACCO SMOKE

Employees working within certain areas of the business will be required as part of their role to provide service to customers within DOSAs. The Group are committed to reducing second-hand smoke exposure as far as reasonably practicable through regularly reviewed risk assessments, and the implementation of adequate control measures. These may include, but are not limited to:

- maintaining compliance of DOSAs with applicable legislation and regulations.
- providing adequate education and training on the risks of exposure.
- maximizing ventilation in individual DOSAs to minimize exposure levels.
- investigating opportunities where possible to implement technological solutions for lessening the service requirements to DOSAs.
- encouraging the cleaning of these areas during less busy times where possible.
- regularly reviewing roster arrangements to minimize individual exposure; and
- regular consultation with workers on the adequacy of control measures, including during recruitment processes, during induction and through agreed consultation processes.

Smoking is only permitted by members and guests within the DOSA at each premises.

DOSAs will be clearly marked and located away from building main entrances and thoroughfares to minimize exposure to secondhand smoke.

Risk assessments will be undertaken of each individual DOSA to appropriately manage the risk of second-hand smoke exposure within non-smoking areas of the premises, with the implementation of appropriate control measures. These controls may include, but are not limited to the following:

- installation of air curtains.
- positive pressure air conditioning systems; and
- the creation of air lock areas through the installation of double doors.

Note: N95 masks are available at all sites for any employee who wishes to utilise these whilst working in a DOSA.

5. NSW QUITLINE

The NSW Quitline 13 7848 (13 QUIT) is a confidential telephone information and counselling service, managed by Cancer Institute NSW, to help smokers and vapers quit and stay quit.

Quitline also provides quitting tips and information to carers, family members and other health professionals and is available:

- Monday to Friday: 7.00 am to 10.30 pm
- Saturday, Sunday and public holidays: 9.00 am to 5.00 pm

For more information to start your journey to quit, contact the NSW Quitline 13 7848

6. RESPONSIBILITIES

Employees

6.1. Employees shall:

- read, understand and comply with the terms of this policy; and
- report any breach or suspected breach of this policy to their manager.

Executive Management

6.2. In addition to their responsibilities as employees, Executive Management shall:

- assume overall responsibility for the effective operation of this policy.

- review this policy on a biennial basis (or as required) to ensure legal compliance and best practice; and
- promote a smoke and vape-free workplace through the active application of this policy.

7. COMPLIANCE

7.1. All employees are required to always comply with this policy. If a worker breaches this policy, they may be subject to disciplinary action. In serious cases this may include the termination of their employment or engagement with the Concord Community Club

Version Control

Version	Date	Author	Approval	Details/Comments
1.0	08.09.2025	Joel Dodin	Craig OBrien	