NON-SMOKING POLICY

Human Resources
YASC POL 04 – V7

2026

YARRABAH ABORIGINAL SHIRE COUNCIL
56 Sawmill Rd Yarrabah, QLD 4871

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1. LEGISLATION AND AUTHORITY

Work Health & Safety Act 2011 (Qld)
Tobacco and Other Smoking Products Act 1998 (Qld)
YASC Code of Conduct
YASC Vehicle Policy

2. COUNCIL'S STATEMENT

Yarrabah Aboriginal Shire Council *('Council')* conducts its business with integrity, honesty and fairness. All employees are expected to work within the rules and actions of Council will comply with all relevant laws, regulations, codes and corporate standards.

Everyone representing Council must reflect the highest standards of behaviour. Our relationships are critical to the ongoing success of our organisation. Our leaders have responsibility for fostering a culture where ethical conduct is recognised, valued and applied at all levels.

This policy is to be read in conjunction with the Code of Conduct, which outlines our standards of behaviour and workplace culture are in accordance with Council's principles:-

3. PURPOSE

YASC aims to protect the health, safety and welfare of all workplace participants in the workplace.

To minimise the risks associated with smoking and passive smoking in the workplace, YASC has adopted a policy of providing a smoke-free workplace.

4. COMMENCEMENT OF POLICY

This Policy replaces all other no-smoking policies of YASC (whether written or not).

5. APPLICATION OF THE POLICY

This Policy applies to employees, agents and contractors (including temporary contractors) and visitors of YASC, collectively referred to in this Policy as 'workplace participants'.2

To avoid any confusion, in addition to cigarettes and similar, this policy also applies to electronic smoke (vapour) devices.

This Policy does not form part of any employee's contract of employment. Nor does it form any part of any other workplace participant's contract for service.

6. NO SMOKING RULES

Smoking is banned in:

- All YASC buildings and YASC vehicles
- YASC Early Learning Centre
- YASC Community Swimming Pool
- Yarrabah Indigenous Knowledge Centre

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7. DESIGNATED SMOKING AREAS

YASC has designated the following area/s as smoking areas.

- Works Department - designated area adjacent Works Depot building. Or more than 10 metres away from entrances or exits to any other Work Shops or Site Offices belonging to YASC.
- YASC Administration – designated undercover area. Or more than 10 metres away from any of the Administration Buildings entrances or exits.
- Other YASC buildings – More than 10 metres away from any YASC building entrances or exits.

Smoking is only permitted in these designated smoking areas during authorised break times.

It is the responsibility of the workplace participants using these areas to ensure that cigarette butts are disposed of properly.

8. BREACH OF THIS POLICY

All workplace participants are required to comply with this Policy at all times. If a workplace participant breaches this Policy they may be subjected to disciplinary action. Serious/repetitive breaches may include termination of employment.

Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with YASC terminated or not renewed. Visitors will be asked to leave the area or vehicle.

9. VARIATIONS

Council *reserves the right to vary, replace or terminate this policy from time to time.*

10. DOCUMENT CONTROL

Amended Date:	30 January 2020	Resolution No. 03:30/01/2020	Version No. 2
Amended Date:	17 February 2021	Resolution No. 05:17/02/2021	Version No. 3
Amended Date:	18 May 2022	Resolution No. 09:18/05/2022	Version No. 4
Amended Date:	29 June 2023	Resolution No. 11:29/06/2023	Version No. 5
Reviewed Date:	26 July 2024	Resolution No. 12:26/07/2024	Version No. 6
Reviewed Date:	19 August 2026	Resolution No. 28:19/08/2026	Version No. 7
Next Review Date:	2027		
Responsible Officer:	Chief Executive Officer (CEO)		

Richard Wright
Chief Executive Officer

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