

No Smoking and Vaping Policy

Purpose

The purpose of this policy is to protect the health of HIE Workers by seeking to eliminate exposure to environmental tobacco and non-tobacco based smoke or vapor in and around all HIE workplaces, buildings and facilities, including vehicles and vessels.

Scope

This policy applies to all HIE Workers.

Definitions

For the purposes of this policy, the following terms have these meanings:

Golf Buggy	means a 2/4 seat buggy, which is a standard chassis length with seats and without a tray-back, that is a motorised vehicle used to transport persons and their belongings around Hamilton and Dent Islands. Often referred to as “buggies”, “golf buggies”, “golf cart” or “utility buggies”.
HIE	means Hamilton Island Enterprises Limited, Hamilton Island Shared Services Pty Ltd and all other subsidiaries and related entities.
Manager/s	means a reference to a manager being the person appointed by HIE to hold the position for the time being.
Smoking Areas	means areas which are signed as smoking only areas and where no food or drink is permitted. There are two smoking areas where drinks are permitted located at the Marina Tavern and the R-Bar.
Smoking	means the use of smoking products which can include tobacco products, herbal cigarettes, loose smoking blend, personal vaporizers (such as electronic cigarettes, e-cigars, vape pens) and personal vaporizer related products (e-liquids and e-cigarette parts).
Electronic Cigarettes	means electronic devices which heat and vaporize liquids that may or may not contain nicotine or flavoring agents. The vapor is inhaled, simulating the act of smoking. Use of electronic cigarettes (e-cigarettes) is commonly referred to as ‘Vaping’.
Vaping	means the inhaling of vaporized liquids (see Electronic Cigarettes).
Vehicles	means any motorised carriage used in the transport of persons or goods, any trailer, or Golf Buggies (including utility Golf Buggies).
Vessels	means the vessels referred to as MV Samson, Palm Beach, Pebble Beach, Escape Beach and any other vessels owned and operated by HIE from time to time.
Worker/s	means employees, contractors or subcontractors, employees of contractors or subcontractors, labour hire workers, interns, apprentices, trainees, work experience students and volunteers as defined in the various State and Federal legislation.

Objectives

The objectives of this policy are to:

- specify the restricted and limited places where Smoking, Vaping and the use of Electronic Cigarettes is permitted;
- outline the responsibilities of Workers and Managers;
- promote a largely smoke free workplace policy; and
- authorise and explain the placement of “no smoking” and Smoking Area signage.

Policy

HIE has a legal obligation to provide a safe and healthy workplace under various State and Federal workplace health and safety legislation. Workplaces include both indoor and outdoor places, including but not limited to, Hamilton Island and Hamilton Island Marina, Dent Island, Shute Harbor Logistics Terminal and Yard Area, the Sydney office located at St Leonards, Vehicles and Vessels.

No Smoking and Vaping Policy

Areas Affected by the Policy

A smoke free environment must be maintained in all areas including but not limited to, Hamilton Island and Hamilton Island Marina, Dent Island, Shute Harbor Logistics Terminal and Barge Yard Area, all HIE vehicles, all HIE vessels, kitchens, storage areas, restrooms and toilets, lifts, workshops and lunchrooms and any other enclosed workspace. The Sydney office located at St Leonards is also smoke free. Smoking, Vaping and the use of Electronic Cigarettes is only permitted within this largely smoke free environment in the Smoking Areas as outlined below.

To minimise the drift of smoke into smoke free environments, no Smoking, Vaping or use of Electronic Cigarettes will be permitted outside of the Smoking Areas which will be set out in signage visible to all Workers. Every care should be taken to prevent the drift of smoke and any impact of Smoking, Vaping and the use of Electronic Cigarettes on other Workers and all other persons including but not limited to residents and guests of Hamilton and Dent Islands.

For Staff Accommodation requirements please see the Staff Accommodation Code of Conduct and applicable signage.

The use of Electronic Cigarettes and Vaping must occur in Smoking Areas only. Electronic Cigarettes and Vaping must only be used by Workers in accordance with medical advice and/or prescriptions. Refer to the Alcohol and Other Drug Policy for more information regarding prescribed medications.

Approved Smoking Areas

Smoking, Vaping and the use of Electronic Cigarettes is not permitted other than in allocated Smoking Areas which will be signed as Smoking Areas only. Workers must not take any drink or food into these areas. "No smoking" signs may be erected near areas such as the entry to buildings, lunchrooms and on outdoor seating areas.

Workers are only permitted to smoke in approved Smoking Areas during approved work breaks or outside of scheduled work hours. Workers are to be mindful of behaviour of Smoking, Vaping and using Electronic Cigarettes in public Smoking Areas and must not engage in any behaviour that would cause reputational damage to HIE, including but not limited to any anti-social behavior near guests or residents.

Smoking Areas are not to be modified without consultation with Managers and the Workplace Health and Safety Department.

Responsibilities

All Workers are responsible for ensuring that HIE is maintained as a largely smoke free environment by complying with the provisions of this policy and reporting any incidents which breach this policy.

In particular, Managers are responsible for ensuring that all Workers under their control fully understand and comply with the requirements and provisions of the policy.

Environmental Waste Reduction

Workers are responsible for ensuring that any waste, such as cigarette butts, are properly disposed of in the designated ashtray. Workers are reminded that cigarette butts take up to five years to break down, therefore used butts must be properly disposed. Workers are encouraged to be mindful of safety, including fire safety, and the environment.

Compliance

Failure to abide by this policy may result in formal disciplinary action and possible termination of employment or termination of the Worker's engagement.

No Smoking and Vaping Policy

Related Policies

Alcohol and Other Drug Policy.

Subject to Change

This policy is subject to change and HIE and its members reserve the right to vary, replace or amend it at any time. This policy does not comprise a term or condition of the Worker's contract or engagement with HIE, and does not create any contractual rights on the part of any Worker or impose any contractual obligations on HIE.

Document Approval

Approved by: General Manager, People, Culture and Development

Created: October 2024

Updated: