

## SMOKE AND VAPE FREE WORKPLACE POLICY

HS-POL-002

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### APPLICATION

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This policy applies to all workers and other individuals with access to the PNL workplace and/or vessels, plant or vehicles.

### PURPOSE

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The purpose of this policy is to define the responsibilities of all staff under the Smoke-Free Environments Act 1990 and the subsequent Smoke-Free Environments Amendment Act 2003.

It also covers the use of electronic nicotine delivery systems or electronic smoking devices. Vaping commonly refers to, but may not be limited to, e-cigarettes, e-pipes, e-hookahs, e-cigars, etc.

### INTRODUCTION

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Port Nelson is committed to building a healthier workplace by supporting its workers who smoke to quit and to protect those who don't smoke from the harmful effects of second-hand smoke.

### POLICY

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#### **'NO SMOKING AND VAPING' areas**

All internal areas such as, but not limited to, offices, cafeterias, reception areas, foyers, corridors, workshops, warehouses, garages, tug, all vehicles, showers, toilets and meeting rooms, outside eating areas close to doorways are designated No smoking and Vaping areas.

#### **Designated Smoking and Vaping Areas**

Smoking and vaping are only to occur in designated areas which are clearly identified by signage and shown in the appendix.

Personnel may only smoke / vape in their break time and only in a designated smoking and vaping area.

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**Alleged Breaches** A complaint can be made in writing to any supervisor, manager, any member of the People and Safety team or Connectors on an event form (which is also on line). Complaints relating to an alleged breach may also be referred to the Smoke Free Officer at the Nelson Marlborough District Health Board.

- Nelson (03) 5461537
- Blenheim (03) 520 9914

## Cessation Programmes

Anyone wanting to quit can get support by accessing the services supplied by Quitline or The Stop Smoking Service.

Quitline

Call 0800 778 778

Text 4006

Website [www.quit.org.nz](http://www.quit.org.nz)

Stop Smoking Service

Freephone: 0800 NO SMOKE (0800 667 665)

Email: [smokefree@nmdhb.govt.nz](mailto:smokefree@nmdhb.govt.nz)

Online referral form: [Use this form to refer yourself and we'll be in touch](#)

Ask your GP, midwife or other health practitioner to refer you.

## KEY RELEVANT DOCUMENTS

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Include the following:

- Motor Vehicle Policy
- Smoke-free Environments Act 1990

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APPENDIX 1 – Map1, 2 and 3 of designated smoking areas

Map 1 Port



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## Map 2 Port



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Map 3 Slipway (designated smoking area is marked by the red square)



**KEEP AREA CLEAR FOR EMERGENCY SERVICES – NO PARKING OR STOPPING**

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