



NORTHPORT LIMITED

SMOKING POLICY

Revision 3 – 2018

A green rectangular sign with rounded corners. At the top is the Northport logo. Below it, the text "DESIGNATED SMOKING AREA" is written in large, bold, white, all-caps letters. At the bottom left is a white icon of a cigarette with smoke rising from it. To the right of the icon, the text "Please use the ashtrays provided. Thank you." is written in a smaller, italicized white font.

Northport  
**DESIGNATED  
SMOKING AREA**



*Please use the ashtrays  
provided. Thank you.*

## Document Revision History

Revision Number	Revision Date	Reviewed By	Revision type	Pages Reviewed
Rev 1	2013	Health & Safety Committee	New document	All
Rev 2	2017	Joe Cowan	Full revision	All
Rev 3	2018	Joe Cowan	Update NPL logo, amend map and smoking types	1,2,4,8

Document Location: K:\Procedures and Policy\H&S\Northport Ltd Smoking Policy

## Distribution List

1.	All Northport employees and Port Users via the Northport Ltd website and Port Users H&S Committee

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## 1. Purpose

To outline Northport Limited's policy developed in consultation with staff representatives. This policy is consistent with the requirements of the Smoke Free Environments Act 1990 which provides that employees who do not smoke or who do not wish to smoke in their workplace, shall, so far as is reasonably practicable be protected from others who smoke.

## 2. Scope

This policy applies to all areas of the Northport Limited facility, including all areas inside the access controlled area, areas outside the access controlled area owned or leased by Northport Limited and all Northport Limited vehicles.

## 3. Requirements and Responsibilities

The Company supports the principle of a smoke free environment for its staff and thus:

- **Smoking Locations**  
Designated smoking areas across the Northport site will be clearly marked with consistent signage. *Smoking, on the Northport site is only permitted within 5 metres of a 'Designated Smoking Area' sign. All other areas are non-smoking areas.* For the avoidance of doubt, smoking as defined by this policy includes the use of cigarettes, cigars, e-cigarettes, vaping devices and any other devices used to inhale a non-prescribed substance. See Appendix A for an example of the Designated Smoking Area signage.
- **Disposal of Waste**  
Designated smoking areas will have a cigarette butt receptacle provided. **This receptacle must be used for all cigarette waste** and emptied when required by the owner via a compliant process.
- **Complaints – Handling**  
Northport Limited Employees making complaints under this policy should direct them to their Supervisor who will coordinate with the Northport Limited Health and Safety Officer or other suitable representative to resolve the issue.
- **Disciplinary Procedures**  
An individual's manager is primarily responsible for communication, implementation and enforcement of this policy with their staff. Employees who disregard the provision of this policy may be subject to disciplinary procedures and/or action under the Northport Limited 'Three Strikes' Policy.
- **Copies of Policy**  
A copy of this policy will be made available to all staff who request it and to new employees as part of their induction. It will also be available on the Northport Limited website.

- **Applicability to Port Users**

This policy has been presented to the Port User Health and Safety Committee. Port User companies are encouraged to implement their own policies however the standards in this Smoking Policy are the minimum requirements acceptable at the Northport Facility.

For areas leased or used predominately by Port Users (e.g.: scaling sheds, workshops and next to portacoms on the berth), the responsibility for providing receptacles for and disposal of all cigarette waste, monitoring compliance with this policy and resolving employee complaints lies with the Port User Company concerned. However, issues between Port User Companies should be communicated to the Northport Limited Health and Safety Officer in the first instance or the Port Services Centre if the H&S Officer is not available.

Port User Company personnel who disregard the provisions of this policy will be subject to normal disciplinary procedures existing within their Company and/or may be subject to action under the Northport Limited 'Three Strikes' Policy.

- **Reviews**

This policy will be reviewed as required but at a minimum of every two years.

## Northport Ltd Smoking Policy Agreement

I hereby acknowledge that I have read and understood the Smoking Policy of Northport Limited, Revision 3. I agree to abide by this policy and ensure that persons working under my supervision abide by this policy. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or Company Policy.

Signature

\_\_\_\_\_

Employee Name

\_\_\_\_\_

(PLEASE PRINT)

Employee Position

\_\_\_\_\_

Date

\_\_\_\_\_

4. Appendix A - Example of Designated Smoking Area Signage



# 5. Appendix B – Map of Designated Smoking Areas

