



SMOKING / VAPING POLICY

Revision 4 – 2022



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
Rev 4	2022	Calvin Hicks / Northport Management Team	Update signage and locations, plus updated new legislation.	All

Document Location

K:\Procedures and Policy\9 Health and Safety\02 Smoking Policy\NPLSmoking Policy Rev4

Distribution List

1.	All Northport employees and Port Users via the Northport Ltd website and Port Users H&S Committee
2.	Policy folders in Admin Building, Shed 3 and Cargo

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1. Purpose

To outline Northport Ltd.'s policy developed in consultation with staff representatives. Northport Ltd.'s policy is consistent with the requirements of the Smoke Free Environments and Regulated Products (Vaping) Amendment Act 2020, which provides that employees who do not smoke or who do not wish to smoke/vape in their workplace, shall, so far as is reasonably practicable be protected from others who smoke/vape.

This policy also confirms Northport Ltd.'s commitment to supporting any employee who wishes to cease smoking and/or vaping.

2. Scope

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

Under the Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020, indoor workplaces must be smokefree and, as of 11 November 2020, also vape free. This includes offices, restaurants, bars, warehouses, factories, break rooms, taxis, internal areas of trains and ships, prisons and travel terminals and passenger lounges.

This policy ensures Northport Ltd.'s compliance with the Act and also extends the above smokefree and vape free areas to most outdoor areas at the Port Facility and all Northport Ltd machines and other work vehicles.

3. Benefits of being smokefree at work

Northport Ltd is keen to support any of its staff cease smoking and/or vaping due to the well understood health consequences associated with both. Any members of staff interested in this should contact the Health and Safety Manager or a member of the Management Team. Free support is available through the Northland DHB and if appropriate the Northport Ltd counselling service through Vitae may also be used.

There are lots of benefits to both the individual and employer to being smoke/vape free either completely or for long periods, including:

- significant cost savings to the smoker/vaper;
- significant long term health benefits to the smoker/vaper;
- healthier workers mean fewer sick days – smokers stay sicker longer and take about three times more sick days as non-smokers;
- getting more done – some smokers are in roles where they have the ability to take more breaks than colleagues: four 10-minute breaks each day adds up to working around one month less than a non-smoker over a year;
- people who are bothered by smoke will not be exposed to it at work – there is no safe level of exposure to second-hand smoke, and it can exacerbate health conditions such as asthma;
- it contributes to successful quitting – when colleagues are trying to quit there is not the constant reminder, or trigger, when others are smoking around them;
- reduced fire risk at a site; the potential for inappropriately discarded butts is eliminated.

4. Requirements and Responsibilities

Northport Ltd supports the principle of a smoke free environment for all staff and all personnel accessing the Facility, hence:

- **Smoking/Vaping Locations**
Designated smoking/vaping areas across the Northport site will be clearly marked with consistent signage. ***Smoking/Vaping, on the Northport site is only permitted within 2 metres of a 'Designated Smoking/Vaping Area' sign. All other areas are non-smoking/Vaping areas.*** For the avoidance of doubt, smoking or vaping 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/Vaping Area signage.
- **Disposal of Waste**
Designated smoking/vaping areas will have an appropriate cigarette butt container provided. **This container must be used for all cigarette waste** and emptied by the owner via a compliant process.
- **Complaints – Handling**
Northport Ltd employees making complaints under this policy should direct them to their Supervisor who will coordinate with the Northport Ltd Health and Safety Manager or other suitable representative to resolve the issue. Northport Ltd also has a risk/incident reporting system available 24/7 on its website www.northport.co.nz
- **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 is also available on the Northport Ltd website and in the folders of printed Policies available in the main Northport Ltd buildings.
- **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 Facility 'Three Strikes' Policy.
- **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/Vaping 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 containers 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 Ltd Health and Safety Manager in the first instance or alternatively reported via the risk/incident reporting system on the Northport Ltd website or the Port Services Centre if required.

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

- **Review**

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 Ltd, Revision 4. 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.

Employee Name _____
(PLEASE PRINT)

Signature _____

Employee Position _____

Date _____



Appendix B – Map of Designated Smoking Areas

