



# Smoking at GPC Procedure

## Brief description

This Procedure defines the boundaries for non-smoking areas and describes how GPC minimises and manages health impacts from first and second hand tobacco smoke on its sites.

### Document information

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Review before	09/07/2024
Audience	Employees, Contractors, Workers, port users and visitors

### Document accountability

Role	Position
Owner	Executive General Manager People and Community
Custodian	Safety and Training Manager

Endorsed by **Acting Operations / Asset Management and Project Services  
General Manager on 11/08/2021**

If you require any further information, please contact the Custodian.

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The current version of this Procedure is available on GPC's Intranet.

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# 1 Terms and definitions

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In this Procedure:

“**APT**” means Auckland Point Terminal.

“**BPT**” means Barney Point Terminal.

“**GPC workplace**” means anywhere a worker is performing work under the direct control of GPC. This may be on a GPC controlled site or sites that are accessible to the public.

“**GPC controlled site**” means GPC property that is accessible only via the site access system (Cardax). Also includes GPC property with signage prohibiting public access such as Ticor Quarry and dredge cells.

“**GPC sites accessible to the public**” means sites on GPC property that members of the public have unrestricted access to. Includes Flinders Parade, Marina Parklands, Spinnaker Park and any GPC provided carpark that is external to a GPC controlled site.

“**RGT**” means Reg Tanna Coal Terminal Facility.

“**Smoking**” means the practice of burning and inhaling a tobacco product, herbal cigarette or loose smoking blend (consisting of particle and gaseous phases).

Terms that are capitalised and not otherwise defined in this Procedure are defined in the GPC Corporate Glossary Instruction (as listed in Appendix 1 – Related documents).

## 2 Introduction

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### 2.1 Purpose

This purpose of this Procedure is to describe how GPC minimises and manages health impacts from first and second hand tobacco smoke on its sites. It also addresses Employee education and awareness of the health impacts caused by tobacco smoke.

### 2.2 Scope

This Procedure applies to all persons who enter a GPC controlled site or workplace, drive / operate GPC vehicles and other mobile equipment and to all persons on GPC sites that are accessible to the public.

### 2.3 Objectives

The objective of this Procedure is to ensure:

- GPC provides a safe work environment for all Workers against the impacts from second hand tobacco smoke;
- Education is provided around the health implications of tobacco smoke;
- Support around quitting smoking is in place; and
- Queensland smoking laws are complied with.

## 3 GPC Smoking Procedure

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### 3.1 Smoking at GPC

GPC has a legal obligation to ensure its Workers are protected from the effects of second hand tobacco smoke and to ensure all Workers and visitors comply with the *Tobacco and Other Smoking Products Act 1998* (Qld).

Smoking on GPC workplaces must only occur:

- (a) In accordance with the *Tobacco and Other Smoking Products Act 1998* (Qld); and
- (b) Outside of designated no smoking areas where sites have identified these.

The *Tobacco and Other Smoking Products Act 1998* (Qld) requires compliance with the following:

- (a) No smoking inside buildings, vehicles and other enclosed areas;
- (b) No smoking within five (5) metres from building entrances, vehicles / vessels and other enclosed areas;
- (c) No smoking at public transport waiting points such as bus stops, taxi ranks and ferry terminals;
- (d) No smoking at commercial outdoor eating or drink areas; and
- (e) No smoking at outdoor public places such as patrolled beaches, children's playground equipment and major sports stadiums.

In addition to these Queensland smoking laws, the following GPC sites have designated no smoking areas:

- (a) RGT – in and around office and amenity buildings, workshops, warehouse (Inc. yard) and fuel bay (Appendix 2);
- (b) BPT – in and around office and amenity buildings, workshop and fuel bay (Appendix 3);
- (c) APT – in and around office and amenity buildings (Appendix 4);
- (d) Marina Offices – in and around office buildings (Appendix 5);
- (e) Port Alma Shipping Terminal – in and around office buildings, workshops and the wharf (Appendix 6). Given the product handled at Port Alma, smokers must be given permission to smoke onsite;
- (f) Port of Bundaberg – in and around the office building, security building and workshop compound (Appendix 7).

In addition to the stated no smoking areas listed above, smoking is not allowed:

- (a) In any mobile equipment;
- (b) In any coal conveyor transfer house or coal conveyor tunnel;
- (c) In the presence of potential flammable or explosive atmospheres (including confined spaces); or
- (d) In the vicinity of flammable or explosive materials, for example:

- (i) fuel lines, storage areas and filling stations;
- (ii) explosives; and
- (iii) chemicals and paints.

### **3.2 Project specific non-smoking areas**

The requirements of this Procedure must be met when establishing project specific smoking / no smoking areas.

As part of a project risk assessment, temporary designated smoking / no smoking areas must be identified and communicated to relevant Workers. Where temporary designated smoking / no smoking areas are identified, they must be demarcated and signed.

### **3.3 Tobacco smoke and the health implications**

Smoking is recognised as one of the leading single most preventable cause of death and disease in Australia. It is associated with an increased risk of heart disease, stroke, cancer, emphysema, bronchitis, asthma, renal disease and eye disease. Tobacco contains the powerfully addictive stimulant nicotine, which can make smoking a regular and long-term habit that is difficult to quit. Nicotine is also toxic and was once used in pesticides.

Cigarettes are made from tobacco that is treated with around 4000 different chemicals. Many of these chemicals are known to cause cancer.

Second hand tobacco smoke is not only a hazard for smokers but is a significant hazard to the health of non-smokers.

Smoking inside of designated no smoking areas or breaching Queensland smoking laws and placing others at risk from the effects of second hand smoke will not be tolerated at GPC.

### **3.4 Support to quit smoking**

GPC's general philosophy is to encourage employees to quit smoking to improve the general health of the workforce.

Employees wishing to quit smoking are encouraged to undertake counselling programs to assist with their efforts.

Advice and information will be provided to any Employees who wish to quit smoking. GPC Employees can make an appointment with the Health and Wellbeing Centre to discuss the 'Quit Smoking' programs available.

### **3.5 Worker responsibility and disciplinary action**

All persons who enter a GPC site or drive / operate GPC vehicles or mobile equipment have a responsibility to ensure the health and safety of themselves and those around them. Any Employee who fails to comply with the requirements set out in this Procedure will be managed in accordance with the Managing Discipline Specification.

### **3.6 Procedure monitoring and review**

This Procedure, its operation and implementation will be reviewed as a result of findings of internal and external audits, through request from the workforce or following a change in legislation in order to preserve currency, relevance and accuracy. Revisions are to be kept as a new version in GPC's electronic document management system and must be communicated to all relevant GPC Workers.

## 4 Appendices

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### 4.1 Appendix 1 – Related documents

#### (a) Legislation and regulation

Key relevant legislation and regulation, as amended from time to time, includes but is not limited to:

Type	Legislation/regulation
State Acts	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i> <i>Tobacco and Other Smoking Products Act 1998 (Qld)</i> <i>Fire and Emergency Services Act 1990 (Qld)</i>

#### (b) GPC documents

The following documents relate to this Procedure:

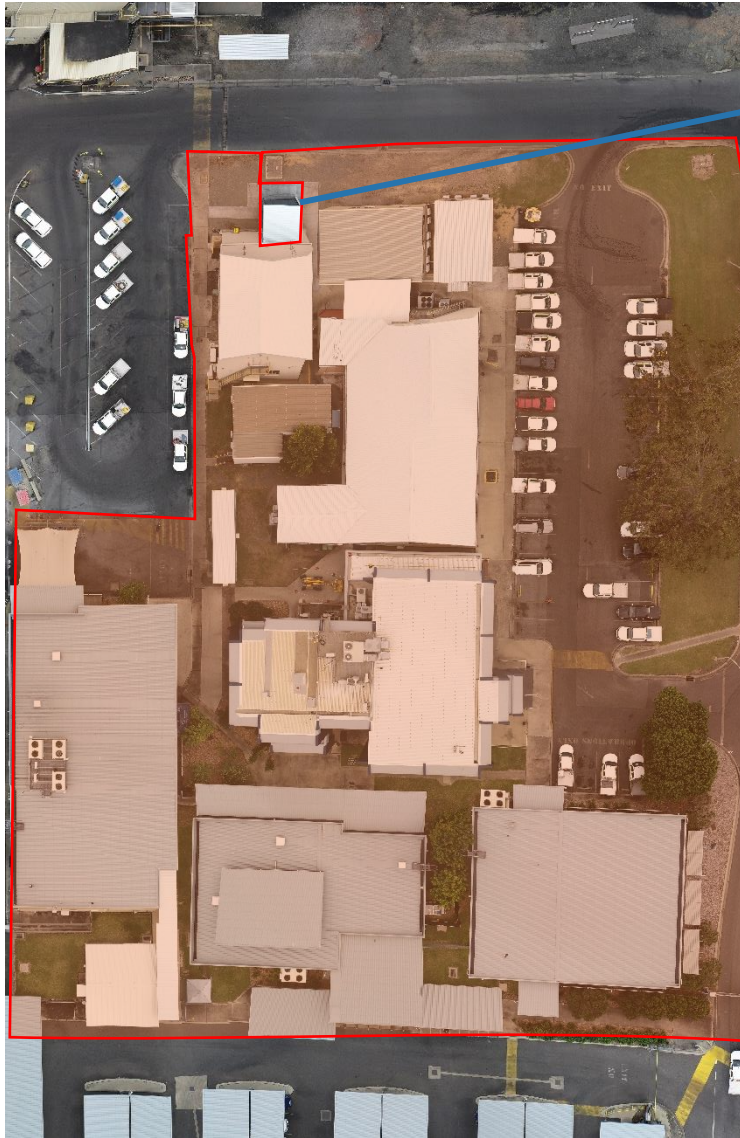
Type	Document number and title
<b>Tier 1:</b> Policy	#365624 Safety Policy
<b>Tier 2:</b> Standard/Strategy	#854303 Safety Management Framework Standard
<b>Tier 3:</b> Specification/ Procedure/Plan	#960456 Managing Discipline Specification
<b>Tier 4:</b> Instruction/Form/ Template/Checklist	#1621179 Corporate Glossary Instruction
<b>Other</b>	N/A



## 4.2 Appendix 2 – RGT designated no smoking areas

Shaded areas indicate designated No Smoking areas. All smoking done outside of these areas must be in accordance with Queensland smoking laws, and this Procedure.





Close up of designated smoking area in  
RGCT Office area



### 4.3 Appendix 3 – BPT designated no smoking area

Shaded area indicates designated NO SMOKING AREAS. All smoking done outside of this area must be in accordance with Queensland smoking laws and this Procedure.



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#### 4.4 Appendix 4 – APT designated no smoking area

Shaded area indicates designated NO SMOKING AREAS. All smoking done outside of this area must be in accordance with Queensland smoking laws and this Procedure.



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#### 4.5 Appendix 5 - Marina Offices designated no smoking area

Shaded area indicate designated NO SMOKING AREAS. All smoking done outside of this area must be in accordance with Queensland smoking laws and this Procedure.



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#### 4.6 Appendix 6 – Port Alma Shipping Terminal designated no smoking area

Shaded area indicate designated no smoking areas. All smoking done outside of this area must be in accordance with Queensland smoking laws and this Procedure.



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#### 4.7 Appendix 7 – Port of Bundaberg designated no smoking area

Shaded area indicate designated no smoking areas. All smoking done outside of this area must be in accordance with Queensland smoking laws and this Procedure.



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## 4.8 Appendix 8 – Revision history

Revision date	Revision description	Author	Endorsed by	Approved by
26/11/14	Original	Tony Young, Safety Manager	John Sherriff, Safety, Environment and Risk General Manager	Tony Young, Safety Manager
12/03/15	Development of procedure	Tony Young, Safety Manager	John Sherriff, Safety, Environment and Risk General Manager	Tony Young, Safety Manager
26/07/16	Development of procedure	Tony Young, Safety Manager	John Sherriff, Safety, Environment and Risk General Manager	Tony Young, Safety Manager
24/06/19	Update as part of 3 yearly review	Tony Young, Safety Manager	Rowen Winsor, People Community and Sustainability General Manager	Tony Young, Safety Manager
28/07/20	Legal review by HSF (minor formatting changes accepted). No material change to context or intent.	Tony Young, Safety Manager	Rowen Winsor, People Community and Sustainability General Manager	Tony Young, Safety Manager
09/07/2021	Update of RGT designated smoking area	Kirsty Iszlaub, Safety & Training Specialist – Systems	Tony Young – Safety & Training Manager	Ged Melrose, Acting AMPS / Operations General Manager