

2011 Arafura Games Smoke Free Policy

Rationale

- Environmental tobacco smoking [ETS- breathing other people's tobacco smoke], commonly known as *passive smoking*, is harmful to our health and increases our risk of cancers and disease. It can trigger asthma attacks and headaches.
- The Arafura Games Management (the Management) has a duty of care to the health and safety of sport participants and officials, employees and volunteers.
- The Management also has a duty of care to act safely and maintain a safe environment.
- This policy has been created to inform where and when smoking may occur at venues during the period of the Arafura Games 2011.

Aim

In order to protect all participants of the Arafura Games, the Management aims to achieve:

- A smoke free workplace.
- Smoke free outdoor eating and drinking areas at sporting venues during the Games.

Objectives

- Protect the health of all athletes, visitors, volunteers and workers,.
- Reduce litter and maintain an attractive environment for all athletes, visitors, volunteers, workers and contractors, to enjoy and of which to be proud.
- Provide clearly-marked designated smoking areas.

Key Elements of the Policy

Individuals found to be contravening the NT Workplace Health and Safety Act and the Tobacco Control Act may be prosecuted.

- Members of the Arafura Workforce are not permitted to smoke while wearing the Arafura uniform, this includes in designated smoking areas.
- Smoking is banned at TIO Stadium; in the indoor areas of all sporting venues; outdoor areas where food is served and the Arafura Games workplace including vehicles.
- Members of the public, athletes, team officials and contractors will be permitted to smoke in designated outdoor areas as sign posted at each location.

Please refer to each venue's policy or *Smoking Management Plan* for details. These are available at the venues.

Accountabilities and Responsibilities

Supervisors shall ensure that:

- Workers under their area of supervision abide by this policy, whilst engaged in work for Arafura Games,.
- The health of their fellow employees and visitors is protected by enforcing this policy, while at the workplace.
- All new workers and contractors are informed of the smoking policy and designated smoking areas.

- They respond promptly to complaints or incidents brought to their attention which may include referring some matters to the Games' General Manager.

The members of the Arafura Workforce shall ensure that they:

- Do not smoke whilst carrying out work on behalf of Arafura Games, e.g. work conducted at Games venues.
- Report smoking in smoke free areas to the Security Coordinator/their Supervisor or, if comfortable to do so, approach the smoker and politely direct him/her to the designated smoking area.

International Visitors and Compliance with Policy

While all people attending or working at the Games are required to observe the Smoke-Free Policy, the Games Management recognise that many of the countries represented at the Games do not have similar smoke-free legislation or policies in place. As such, many of the participants from these countries will be unfamiliar with the requirements not to smoke in public places such as sporting venues, bars and eating areas.

The Management will provide information about this policy to all teams prior to departure and again on arrival. It is acceptable for Members of the Workforce, provided they feel comfortable doing so, to politely direct smokers to the designated smoking areas at venues. If necessary Members of the Workforce may explain the key elements of the policy to them.

Assistance to Staff

Professional help, including QUIT smoking advice and information, is available for staff that may require assistance to adapt to this policy.

Disciplinary Procedures

Workers' adherence to the Smoke Free Policy is a condition of employment. Breaches of this policy will lead to disciplinary procedures being applied. Workers who fail to comply with this policy will be liable to a fine under the *Workplace Health and Safety Act 2007*.

Review of the Smoke Free Policy

This policy will be reviewed in January 2013.

Contact

Members of the Arafura Workforce wishing to discuss any aspect of this Policy are invited to contact: Marie-Claire Cull, General Manager Arafura Games on Telephone: 8982 2343 email: marie-claire.cull@nt.gov.au

Policy Enforcement and Complaint Procedure

The Games Workforce should adhere to the following procedure when responding to complaints about the Smoke Free Policy at venues:

Workforce

- **If a member of the Workforce or Security receives a complaint related to smoking in a smoke-free area, they should:**
 - Listen patiently to the person making the complaint.
 - Investigate for themselves the authenticity of the complaint
 - If appropriate, explain to the smoker/s in a polite manner that the area they are in is smoke-free
 - Direct the smoker/s to the smoking area.
- **If the person making the complaint is not satisfied with this process:**
 - Direct them to a supervisor or to the Security Coordinator.
- **If the smoker is unwilling to comply with the request to move to a designated area:**
- If the smoker remains smoking in the smoke-free area:
 - The Security Coordinator should be advised.
 - The member of the Workforce should be satisfied that the Security Coordinator is in control of the situation
- **If the person is an athlete or an official:**
 - **The member of the Workforce** may need to explain the policy to the person if they are visiting from abroad as they may not have smoke-free policies in their own country.
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 - If English is not the person's first language, the **member of the Workforce needs to** use simple words and speak slowly and clearly, while smiling and remaining polite at all times.
 - **The member of the Workforce** May show on a map where the designated smoking areas are located.
 - If the person continues to smoke **and only if the member of the Workforce feel comfortable to do so, they may** inform the visitor that they are obliged to report their behaviour to their supervisor who may then report the person to the person's team officials.
 - The person needs to be made aware that they may be banned from further competition or from attending events.
 - **The member of the Workforce is to** note the person's name, sport and country, the time and location of the incident to report these to their Supervisor.
 - **If the smoker is a member of the general public:** if you feel comfortable to do so: remind the person that the policy is an NT-wide policy and that as a major sporting event we are trying to encourage healthy behaviours and in doing so protect the health of all people attending the Games. If they are unwilling to relocate to the smoking area report the incident to the Security Coordinator. If you do not feel comfortable approaching someone smoking in a smoke free area report the incident to the Security Coordinator.

Supervisors

- If a member of the public wants to make a complaint directly to you about the way your staff has handled their complaint (this may include matters unrelated to the smoke-free policy):
 - Listen carefully to the person making the complaint to make sure you understand what the issue is. If necessary ask for clarification.
 - If it is clear that the staff member is at fault let the person making the complaint know that you will take appropriate steps (name them) to ensure that it does not happen again.
 - If appropriate refer matter to the General Manager.
- If you receive a complaint about an athlete or official smoking in a smoke-free area:
 - Make sure that you have the correct details such as the correct name of the person concerned, including time and location of the incident. Use your discretion to report the incident to the appropriate team official and remind the official about the policy and why it is in place. Let the official know that if the person uses the smoking area in future there will be no need to take further action. However, if the person continues to smoke in smoke-free areas let the team official know that the Games management may ban the person from competing or attending events.