



PASSIVE SMOKING POLICY

1. Purpose

Woolooware Golf Club is committed to reducing the health risks associated with tobacco smoke, including second hand smoke and vaping, to all employees, members and guests.

The Club will implement effective control measures to limit the exposure so far as practicable.

The objectives of this policy are to:

- Ensure compliance with the Smoke-Free Environment Act 2000 (NSW) along with the Work Health and Safety Act 2011(NSW) and their regulations.
- Appropriately manage and reduce the exposure and health risks associated with tobacco and vaping use by staff, volunteers, members and visitors to the premises of Woolooware Golf Club,

2. Scope

This policy applies to all employees, volunteers and contracted persons of Woolooware Golf Club and Woolooware Golf Course Management.

3. Policy

Smoke Free Workplace:

- Smoking/vaping is strictly prohibited within all enclosed public spaces and within four (4) metres of any building entrances/exits, windows or ventilation systems,
- Staff are not permitted to smoke/vape inside the Club House of Woolooware Golf Club or Golf Pro Shop at any time,
- Smoking/vaping is not permitted inside the Club courtesy bus at any time either by staff or members of the public,
- Staff are to smoke/vape in the designated outdoor smoking area. Staff must also dispose of their waste in a safe and tidy manner.

4. Management of Smoking on Premises

Employees working within certain areas of the Club House will be required as part of their role to provide service to customers within Designated Outdoor Smoking Areas (DOSA).

The Club is committed to reducing second hand smoke exposure as far as reasonably practicable through regularly reviewed risk assessments, along with the implementation of adequate control measures. These may include, but are not limited to:

- Maintaining compliance of DOSAs within applicable legislation and regulations,
- Providing adequate education and training on the risks of exposure,
- Maximising ventilation in individual DOSAs to minimise exposure levels,
- Encouraging regular cleaning of these areas during trading hours,
- Regularly review roster and job roles to limit individual exposure,
- Investigating opportunities where possible to implement technological solutions for lessening service requirements in DOSAs,
- Locating DOSA away from entrances and exit points of the Club, to minimise exposure to second hand smoke

Woollooware Golf club has a zero -tolerance approach to victimisation.

Victimisation is against the law and is defined as subjecting or threatening someone to a detriment because they have exercised their rights under equal opportunity law, made a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harassment or victimisation.

Victimisation is a very serious breach of this policy and is likely to result in formal discipline against the perpetrator, which may include termination of employment or engagement.

5. Responsibilities

Staff:

- Woollooware Golf Club requires all staff to read, understand and comply with the terms of this policy.
- Staff are also required to report any breaches or suspected breaches to the Manager on duty.

Management:

The Club's Management in addition to their responsibilities as employees shall:

- Assume overall responsibility for the effective operation of this policy,
- Review this policy on an annual basis (or as required) to ensure legal compliance and best practice,
- Promote a smoke and vape free workplace through the active application of this policy.

6.NSW Quitline

The NSW Quitline: **13 78 48** is a confidential telephone information service, managed by the Cancer Institute NSW, to help smokers and vapers quit and stay quit.

Quitline also provides tips and information to carers, family members and other health professionals.

7. Confidentiality

The Club understands that it is difficult to come forward with a complaint of breach of this policy and recognises the complainant's interest in keeping the matter confidential.

To protect the interests of the complainant, the person complained against and any others who may report incidents, confidentiality will be maintained throughout any investigation process to the extent practicable and appropriate under the circumstances.

All records of complaints, including contents of meetings, results of investigations and any other relevant material will be kept confidential by the Club.

The Club is committed to ensuring that no person who brings forward a concern is subject to any form of reprisal. Any reprisal action will be viewed as a disciplinable matter.

8. Review of Policy

This policy may be amended or replaced at any time. If necessary, further actions may be introduced to ensure that sexual harassment misconduct is prevented and controlled.

Adopted by the Club Board of Directors 29th January 2026.

John McMahon

General Manager

Woolooware Golf Club