

SMOKE FREE WORKPLACE POLICY

1. Purpose

Smoking is a leading cause of preventable death and disease in Australia. Smoking greatly increases the risk of suffering from potentially deadly conditions, including a range of cancers, heart disease and respiratory illness. Environmental tobacco smoke (passive smoking) can also harm your health. Maintaining a smoke-free work environment is desirable ensuring the health and wellbeing of everyone in the workplace.

Under the Public Health Act 1997, public indoor areas and workplaces in Tasmania must be smoke-free. This includes enclosed worksites, areas within three metres from entrances and exits to buildings, areas within ten metres from an air intake or ventilation equipment, work vehicles where another person is present and 'any area not within private premises designated by the occupier of the area as a smoke-free area'¹. Smoking is also prohibited in a vehicle when someone under 18 years of age is present. However smoking is not permitted in CCT vehicles.

When developing a smoking policy, there is no legal obligation for an employer to provide a smoking area for their employees. However, as there may be employees who do smoke, if possible, it is practical to nominate a designated area as this does allow some control over the situation. ²

2. Scope

This policy applies to all workers, volunteers and visitors to Community Care TASMANIA.

Community Care TASMANIA considers e-cigarettes or 'vaping' in the same manner as smoking and to be addressed by this policy in the same way as if smoking tobacco.

3. Objectives and Strategies

Community Care TASMANIA will:

- be smoke-free at all times;
- support workers who want to quit;
- protect workers and visitors from environmental tobacco smoke (passive smoking); and
- inform workers about the health risks associated with smoking.

Community Care TASMANIA will:

Eliminate/minimise smoking and passive smoking in the workplace by:

- Ensuring all workers and visitors are aware of the smoke-free policy
- Marking the workplace with smoke-free signs
- Ensuring that the smoke-free policy is included in other relevant policies e.g. motor vehicle and recruitment policies
- Asking workers not to smoke while wearing any form of company uniform

¹ Department of Health and Human Services website at http://www.dhhs.tas.gov.au/peh/tobacco_control/smoke-free

² <https://www.aigroup.com.au/resourcecentre/hr/QA-HR/designated-smoking-areas-for-employees/#>

- Support workers wanting to quit smoking, where possible; this may include providing subsidised or free quit smoking programs or subsidised nicotine replacement therapy, Medical Quit programs e.g. and or GP monitored programs
- Increase knowledge and awareness among workers of the health risks of smoking by, providing information (posters and brochures) within the workplace.

For a range of quit smoking resources, visit www.quit.org.au.

4. General Responsibilities

Workers are required to:

- Understand and comply with this policy at all times while in the workplace or representing Community Care TASMANIA
- Ensure their visitors are aware of the policy
- Only smoke in designated break times, currently this is morning tea, and CCT's ½ hour lunch break
- Smokers must dispose of the remains in the proper containers
- Smoke only in the designated areas approved by Management
- Inform management if they believe the policy has not been upheld

Management is responsible for:

- Making sure all workers and visitors are made aware of this policy
- Encouraging a workplace culture that supports workers who want to quit smoking
- Managing the implementation and review of this policy

5. Communication

Community Care TASMANIA will ensure that:

- The policy is communicated within the job application process
- All workers receive a copy of this policy during induction
- This policy is easily accessible to all members of the organisation
- Workers are informed when a particular activity aligns with this policy
- Workers have the power to actively contribute to and provide feedback on this policy
- Workers are notified of all changes to this policy

6. Monitoring and review

This policy will be reviewed annually in line with CCT policy review process.

Author	Revision	Board subcommittee review	Board Approved
CCT CEO or delegate	CEO or delegate February 2016		4/16
	CEO or delegate October - February 2019	October - February 2019	11/4/19