

# Example Policy

## **1.19 Smoke-Free Program Policy**

### **1.19.1 Policy Statement**

All workplaces have a duty of care under WHS legislation to provide a safe, healthy environment. Staff, volunteers, students, their families and visitors will not be exposed to the harmful effects of second hand smoke while on Triple Care Farm premises.

Triple Care Farm is required to meet their legal obligations to ensure a safe workplace.

### **1.19.2 Policy Rationale**

Triple Care Farm has adopted a smoke free environment policy to protect all persons accessing the service from the effects of environmental tobacco smoke. Triple Care Farm does not permit the smoking of any substance in any area of the service, or at any time in which staff and students are engaged in the program (including any off site activity).

Triple Care Farm requires all staff to adhere to this policy to ensure duty of care is met towards students, visitors and staff.

### **1.19.3 Strategies and Practices**

All areas of the program, including the buildings, outdoor areas and the car parks, and Rotary Cottage, will be designated as smoke free zones. Triple Care Farm's *Smoke Free Policy* extends beyond the physical environment of the program, and includes a ban on smoking during all program activities and times, including off site activities.

During staff inductions, new staff will be informed of the *Smoke Free Policy*.

Staff choosing to smoke while employed at Triple Care Farm will be informed that they are able to smoke in their break periods only. They must inform their line manager when leaving the program and also inform their line manager of their return. Staff must leave the premises and not be in view of students while smoking.

Staff returning to Triple Care Farm after smoking, will wash their hands thoroughly and minimise the smell of tobacco on their clothing. Students returning to the program from off-site event (i.e. family visits or weekend leave), who have been exposed to tobacco smoke will also be required to adhere to the same procedure.

Throughout the Intake and Assessment process, prospective students will be reminded that Triple Care Farm is a smoke free environment. At two weeks prior to entering the program, new students will be contacted by the Intake and Assessment Coordinator, who will discuss the smoke-free policy and options for NRT prior to commencing the program.

Staff will ensure there are 'No Smoking' signs displayed at the entrance of the program. Visitors attending the program for Assessment Interviews will be informed that they will be unable to smoke on the premises, prior to the assessment in a confirmation phone call

Information will be available from the AOD Counsellor on the effects of smoking for students and staff, at their request. Staff and students will also be assisted to access Nicotine Replacement Therapies and other support measures, at their request.

Staff found to not be adhering to this policy may be managed under the Mission Australia performance management policy.

Students found smoking, smelling of tobacco smoke, in possession of tobacco paraphernalia, or if staff have reasonable grounds to believe that a student is smoking, the student will be exited from the program. Students exited from the program for smoking will be provided the opportunity to submit a self-written letter of advocacy outlining why they should be able to return to the program. The letter should be forwarded to the AOD Case Coordinator for presentation at the next Student Progress Meeting.

#### **1.19.4 Link to EQUIP5 Standards**

1.4.1	Care and services are planned, developed and delivered based on the best available evidence and in the most effective way
2.1.2	The integrated organisation-wide risk management framework ensures that corporate and clinical risks are identified, minimised and managed
2.4.1	Better health and wellbeing is promoted by the organisation for consumers/patients, carers and the wider community
3.2	The organisation maintains a safe environment for employees, consumers/patients and visitors