

[insert organisation name here & logo above]

# [Organisation line 2] [Organisation line 1] Smoking Policy

## Policy Statement

[A short description about the policy and what it covers.]

Example:

[ORGANISATION] is committed to reducing smoking-related harm and improving the health and wellbeing of staff, clients and carers by providing a smoke-free environments and support and encouragement to quit smoking.

## Rationale

[An explanation of why the organisation has developed the policy.]

Example:

In recognition of the harm caused by smoking, the links between smoking and disadvantage and a duty of care to safeguard the health and wellbeing of clients, carers, staff and volunteers [ORGANISATION] has made a commitment to address smoking throughout the organisation and as part of everyday practice.

Tobacco smoking remains the leading preventable cause of death and disease in Australia and is a significant issue for many clients. Therefore smoking is a priority for [ORGANISATION].

## Scope and context

[A description of how and when the policy will be implemented and communicated in the organisation.]

## Procedures

[This section describes the procedures for how the policy will be enacted.]

Example:

- New staff will be informed of the Smoking Policy as part of staff induction.
- Smoking status of all clients will be assessed and recorded as part of [name of data collection system].

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## Implementation

[A description of how and when the policy will be implemented and communicated in the organisation.]

## Policy review

[Description of how and when the policy will be reviewed.]

## References & Resources

[A list of relevant references and resources that have informed the policy and that would be useful to enact the policy.]