



Smoke Free Policy

CATEGORY: People – Work Health and Safety

THIS POLICY APPLIES TO: All RW Employees, Residents, Students, Volunteers and Visitors



Document Control			
Document Title	Smoke Free Policy		
Policy Area	People – Work Health and Safety		
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Owner	Richmond Wellbeing Executive/ Board		
Approved by	RW Executive	Approval Date	31 August 2016
Version No.	1	Review Date	October 2017

Record of issue		
Version	Date	Reason and comment
1	31 August 2016	Initial Policy; <i>Smoke Free Policy</i>
Review by Consumer and Family Reference Group		
Version	Date	Reason and comment

Policy Context	
Applicable standards, legislation or other requirements.	WA Occupational Safety and Health Act 1984
Related RW documents	Living Standards Agreement Policy Living Standards Agreement House rules Organisational Motor Vehicles Use and Allocation Policy Recruitment Policy

Contact for enquiries and proposed changes	
All queries and changes regarding this document should be directed to	
Name	Anya-Jane Statham
Position	Compliance, Risk and Safety Manager

1 Purpose

The purpose of this policy is to ensure all staff, residents, students, volunteers and visitors to the Richmond Wellbeing Centre and sites are aware of the expectations regarding smoking. Richmond Wellbeing (RW) takes its duty of care under the WA Occupational Safety and Health Act 1984 to provide a safe and healthy environment very seriously.

This smoke-free policy aims to protect the health and wellbeing of people working, visiting or living in RW services from the exposure of second-hand smoke, which is a known health hazard and to reduce triggers for smoking. It includes all sites and the Richmond Wellbeing Centre in Cannington.

2 Introduction

Research has shown that smoking is a leading cause of preventable death and disease in Australia. People with mental ill health experience disproportionately high smoking rates and related harms when compared to the general population. Smoking causes chronic illness and premature death, contributes to social isolation and financial stress and can actually exacerbate mental health issues. People experiencing mental ill health are interested in quitting and do so successfully with the right support.

For people experiencing mental ill health, quitting smoking can lead to benefits such as:

- a reduction in medication and fewer medication side effects
- lower stress levels
- greater confidence
- less financial pressure
- improved wellbeing; and
- a positive support to the mental health recovery process.

Tailored support and quitting medications have been shown to be effective for people living with mental ill health. RW can play a critical role in supporting our participants and staff to quitting or cutting down smoking by providing support and medication and by creating supportive smoke-free environments.

The adoption of the smoke-free policy and creating smoke-free areas protect people working, visiting or living in RW services from second hand smoke and reduce triggers from smoking. RW

is committed to creating supportive smoke-free environments and encouraging a change in beliefs and behaviours presenting a consistent message that smoking is harmful. It encourages and supports people working, visiting or living in RW services to stop smoking altogether or cut down the number of cigarettes they smoke. It also enhances the effectiveness of smoking cessation supports by reducing opportunities for relapse.

3 Policy

RW:

- Will support staff and participants who want to quit smoking, where possible; this will include providing free quit smoking programs.
- Will protect people working, visiting or living in our services from environmental tobacco smoke (passive smoking).
- Will inform staff and residents about the health risks associated with smoking.
- Will ensure that all work-related events (both on and off site) are non-smoking events.
- Will ensure that this policy is included in other relevant policies e.g. motor vehicle and recruitment policies.
- Will ensure all staff, residents, students, volunteers and visitors are aware of the smoke-free policy.
- Will increase knowledge and awareness among staff and participants of the health risks of smoking by providing information and promoting quit smoking tools such as Fresh Start smoking cessation courses provided by Cancer Council WA.

Staff:

- are not permitted to smoke with residents or other clients nor are they to be seen smoking by participants in our programs.
- are encouraged (where appropriate) to ask residents or other clients to not smoke in front of them.
- are not permitted to facilitate the purchase of tobacco related products on their participants' behalf unless stated in the participants' management plan.
- who smoke are not permitted to smoke on RW sites (with the exception of RW 24 hour sites, where staff will be permitted to smoke in designated areas between 6pm and 6am).
- who smoke should do so within the standard designated work breaks.
- are not permitted to smoke inside vehicles owned or leased by RW.

Richmond Wellbeing Centre:

- Will be a smoke-free precinct by January 2017 (this incorporates our entire premises at 29 Manning Road, Cannington.)

Sites:

- Residents will be accommodated in a smoke-free safe environment where no one is permitted to smoke inside RW buildings and facilities.
- Individuals visiting or residing in RW services who smoke are to use designated external areas for smoking which are equipped with receptacles for extinguishing cigarettes, and observe “No Smoking” signs, where these are posted.
- Staff are not permitted to smoke on RW sites (with the exception of RW 24 hour sites, where staff will be permitted to smoke in designated areas between 6pm and 6am.)

4 Procedure

If someone smokes or attempts to smoke in a vehicle owned or leased by RW, at the Richmond Wellbeing Centre or outside of a site designated smoking area:

- Inform the person concerned that he/she is in breach of the policy.
- Request that the person stop smoking and extinguish the cigarette.
- If the person fails to comply with a request to stop smoking, inform them that they are in breach of the smoking Policy and accommodation/tenancy agreement.

Orientation of staff and residents will include reference to this policy.

5 Breach of policy

- Residents who smoke outside designated smoking areas will be addressed by the manager on a case by case basis. In all instances, RW staff will endeavor to support residents to abide by RW policies.
- Visitors will be asked to stop smoking immediately or leave the site.
- Staff members in breach of this policy will be referred to their line manager for action. This may include disciplinary action.