

Smoke Free Policy

Version 2.0

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| Policy Number | POL-65 |
| Policy Name | Smoke Free Policy |
| Policy Area | Corporate Services/Work Health and Safety |
| Policy Owner | Chief Shared Services Officer |

Introduction

Richmond Wellbeing has a duty of care under the WA Occupational Safety and Health Act 1984 to provide, as far as is reasonably practicable, a safe and healthy workplace. The OSH regulations 1996 (regulation 3.44B) prohibit employers and employees from smoking in enclosed workplaces.

Tobacco smoking (smoking) is the leading cause of preventable disease and death in Australia. Workplace exposure to passive smoking is a significant occupational health and safety hazard. Exposure to passive smoking can produce symptoms of ill health, particularly for people with pre-existing medical conditions, such as respiratory or cardiovascular conditions. There is no recognised safe level of exposure to tobacco smoke.

The adoption of the smoke-free policy and creating smoke-free areas protect people working at, visiting or living in Richmond Wellbeing services from second-hand smoke, and reduces the triggers for smoking. We are committed to creating supportive smoke-free environments and encouraging a change in beliefs and behaviours by presenting a consistent message that smoking is harmful.

Providing smoke-free areas encourages and supports people working, visiting or living in Richmond Wellbeing services to cut down the number of cigarettes they smoke or cease smoking. It also enhances the effectiveness of smoking cessation supports by reducing the likelihood for recommencement of smoking.

People with mental health issues, 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 exacerbate mental health issues.

We can play a critical role in supporting clients and staff to cut down smoking or quit by providing the right support and by creating supportive smoke free environments.

Purpose

The purpose of this policy is to ensure all staff, residents, students, volunteers and visitors to any Richmond Wellbeing site are aware of the expectations regarding smoking. To protect the health and wellbeing of people working, visiting or living in Richmond Wellbeing services from the exposure to second-hand smoke.

Scope

This policy applies to all staff, partnering agencies, residents, students, volunteers and visitors.

The policy covers tobacco smoking and electronic cigarettes (vaping).

The policy is applicable at all Richmond Wellbeing sites, organisational vehicles and events.

Policy Statement

We will:

- Protect people working, visiting or living in our services from environmental tobacco smoke (passive smoking), or vapours left by electronic cigarettes.
- Inform staff and residents about the health risks associated with smoking.
- Ensure that all work-related events (both on and off site) are non-smoking events.
- Ensure that this policy is included/referenced in other relevant policies.
- Ensure all staff, residents, students, volunteers and visitors are aware of the smoke free policy.
- Increase knowledge and awareness among staff and participants of the health risks of smoking by providing information and promoting quit smoking tools such as 'Quit Kits' provided by Cancer Council WA.
- Support staff and participants who want to quit smoking.
- Include discussions about cutting down or quitting smoking in recovery planning sessions.

Staff:

- Are not permitted to smoke or "vape" with residents or other consumers or family members, nor are they to be seen doing so by consumers in our service delivery programs.
- Are encouraged (where appropriate) to ask consumers to not smoke or "vape" in front of them.
- Are not permitted to facilitate the purchase of tobacco related products on the consumers behalf unless stated in the individual's management plan.
- Are not permitted to smoke on Richmond Wellbeing sites (with the exception of 24-hour sites, where staff are permitted to smoke in designated areas between 6pm and 6am).
- Who smoke or "vape" should do so within the standard designated work breaks.
- Who smoke or "vape" are not permitted to smoke within 5 metres of any entrances, or 10 metres from air intakes, to prevent the spread of smoke.
- Are not permitted to smoke or "vape" inside vehicles owned or leased by Richmond Wellbeing.

Non-residential Centres:

- Smoking or “vaping” is not permitted on any of our premises that are not residential sites.

Residential Sites:

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

Staff, Clients, Visitors and External Parties:

- Are not permitted to smoke or “vape” within 5 metres from any site entrances, or 10 metres from air intakes.
- Are to observe and abide by the “No Smoking” signs posted on any of our premises.
- Are to be made aware of and follow the Smoke Free Policy.

Breach of policy

- Instances of residents who smoke or “vape” outside designated smoking areas will be addressed by the manager on a case-by-case basis. In all instances, staff will endeavour to support residents to abide by the provisions and organisational 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 direct line manager for action. This may include disciplinary action.

Related Documents

Living Standards Agreement Policy

Living Standards Agreement House rules

Organisational Motor Vehicles Use and Allocation Policy and Procedure

Recruitment Policy

POL-58 Work Health & Safety Policy

Supporting Information

Tobacco Products Control Act 2006

WA Occupational Safety and Health Act 1984

WA Occupational Health and Safety Regulations 1996

WA Department of Health: Smoking in enclosed public places

Definitions

| Word | Explanation |
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| Vaping | The action or practice of inhaling and exhaling vapour containing nicotine and flavouring produced by a device designed for this purpose. |
| Smoking | The action or practice of lighting a cigarette or similar smoking product legal or illegal. |

Review Timeframe and Responsibility

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| Prepared by: | General Manager Corporate Services |
| Preparation date: | 8 July 2021 |
| Reviewed by: | Practice Manager and General Manager People and Culture |
| Reviewed date: | 9 July 2021 |
| Reviewed by: | Chief Shared Services Officer |
| Reviewed date: | 15 July 2021 |
| Reviewed by Consumer and Family Reference Group: | |
| Approved by: | Chief Executive Officer |
| Approval date: | 16 July 2021 |

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