**>Organisation name< smoke-free policy**

RATIONALE

Smoking is a leading cause of preventable death and disease in Australia. Smoking greatly increases your risk of suffering from a range of life threatening illnesses, such as cancer, heart disease and respiratory illnesses. Smoking around others exposes them to second-hand smoke and many of the same dangerous chemicals. There is no safe level of exposure to second-hand smoke.

>Organisation name< recognises the harm caused by smoking and our duty of care to safeguard the health and wellbeing of our staff and volunteers. Smoke-free areas support smokers who are trying to stop smoking and reduce overall cigarette consumption.

Occupational health and safety legislation requires employers to keep workplaces they are in charge of safe and without risk to the health of any person. Accordingly, the following policy has been developed by >Organisation name<.

BENEFITS OF A SMOKE-FREE POLICY

* Enhance the health, safety and productivity of the workforce. Non-smokers are less likely to miss work due to illness.
* Employees and visitors are protected from the hazards of second-hand smoke. Adults exposed to second-hand smoke report a higher incidence of chest illness, and are more likely to miss work.
* Smoke-free workplaces cater for the majority of people who don’t smoke – more than 85 per cent of Queenslanders don’t smoke.
* A smoke-free workplace helps smokers who are trying to quit or cut down. The sight or smell of others smoking can be a major trigger to smoke for those trying to cut down or stop smoking.
* Decrease in smoking uptake among younger workers.
* Reduced risk of legal action and WorkCover claims relating to second-hand smoke.
* Reduced cleaning and maintenance costs.
* Reduced fire risk.
* Creates a healthy business image.

AIM

This policy aims to protect all employees, visitors (customers/clients), contracted services and volunteers of >organisation name< from the harms of tobacco smoke.

INVOLVEMENT

This policy applies to all employees, visitors (customers/clients), contracted services and volunteers of >organisation name< while on the premises.

COMMITMENT

**Supporting employees who smoke**

To help employees who wish to cut down or stop smoking, >organisation name< will provide the following assistance:

* Promote free calls to Quitline (13 7848) during work times.
* Provide free printed health information.
* Promote the [My QuitBuddy](http://www.quitnow.gov.au/internet/quitnow/publishing.nsf/Content/quit-buddy) app and [quitnow](http://www.quitnow.gov.au/) website.
* If eligible, provide staff with access to the Workplace Quit Smoking Program (WQSP) (Queensland Health). This program includes four planned support calls with a trained Quitline counsellor and 12 weeks of free nicotine replacement therapy. Staff are welcome to call Quitline anytime they need additional assistance.
* If eligible to WQSP, provide all staff that smoke with a mandatory offer of support from their line manager to join the WQSP.

**Smoke-free areas and restrictions**

>Organisation name< requires the following areas of the service to be smoke-free:

* All indoor areas (Queensland legislation states that enclosed workplaces must be smoke-free).
* All >organisation name< vehicles.

Options:

* All outdoor areas of this site will be smoke-free.
* All outdoor areas of this site will be smoke-free except for the following designated area: >name of designated area<

Note: The designated outdoor smoking area is clearly sign posted and provides bins for the safe disposal of smoking and tobacco related products. This area is safely accessible, has no flammable or combustible material nearby and does not expose non-smokers to second-hand smoke.

**Position on smoking breaks**

Select appropriate clause:

Staff are not permitted to smoke at >organisation name<. Smoking is only allowed during authorised breaks, outside of service grounds and not in uniform.

OR

Employees are not permitted to smoke except in the designated smoking area. Smoking is only allowed in the designated area, during authorised breaks.

FOLLOWING THE POLICY

The following process will be applied:

* Ensure the employee is aware of the policy and reiterate the reasons for its existence.
* Emphasise that the employee is not expected to stop smoking, they are asked to follow the policy by not smoking on site or in certain areas.
* If the employee indicates they need assistance to manage their smoking while they are at work, promote the Quitline service.
* Make every possible effort to assist employees to understand and comply with the policy.
* Reinforce that all employees are required to follow the policy and disciplinary action will be taken if staff fail to comply with the policy.
* All emplyees are responsible for ensuring visitors are informed of and comply with the policy.

POLICY TIMING AND REVIEW

This policy is effective from [start date for the policy] and will be reviewed six months after its introduction and then on an annual basis thereafter. This will ensure that the policy remains current and practical.

Last updated: Aug 2018