

>Organisation name< Smoke-free Policy

**Introductory statement**

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 employees, clients and visitors. Smoke-free areas support smokers who are trying to stop smoking and reduce overall cigarette consumption.

To protect the health of employees, clients and visitors, and to provide a healthy and pleasant environment, >Organisation name< has developed the following smoke-free policy to take effect from >start date<.

**Objectives of your smoke-free policy**

The objectives of the smoke-free policy are:

* To protect employees, clients and visitors from exposure to environmental tobacco smoke and provide a healthy smoke-free environment.
* To provide smoking cessation support to employees and clients.

**Policy details**

Smoking of tobacco products (including e-cigarettes) is prohibited in the following areas:

* All enclosed places (legislation states that enclosed workplaces must be smoke-free).
* All vehicles owned or leased by >Organisation name<.
* Select which applies for your organisation’s outdoor areas

[ ]  All outdoor places.
[ ]  Smoking is only permitted at the following designated outdoor smoking area: >define employees area, define client area<.

Additional policy details (select those that apply)

[ ]  Employees are not permitted to smoke when they are acting in an official capacity off-site.

[ ]  Employees are not to smoke in the presence of clients or visitors.

[ ]  Employees are not to provide residents, carers or families with smoking or tobacco related products.

[ ]  Employees are not allowed to accept smoking or tobacco products from a client or visitor.

[ ]  Employees are permitted to smoke during authorised breaks only. Employees can only smoke >specify: off-site or in the designated outdoor smoking area for employees<.

[ ]  All tobacco products must be disposed of properly in the cigarette bin provided. Tobacco products are not to be disposed of in any other area.

[ ]  All employees and clients will be informed of this smoke-free policy.

[ ]  Signs are displayed as appropriate to show >designated outdoor smoking areas and/or no smoking areas<.

[ ]  Other, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Smoking cessation support**

To help employees and clients to quit smoking the following assistance will be provided (select those that apply).
[x]  If [eligible](https://workplaces.healthier.qld.gov.au/public-resources/workplace-quit-smoking-program/), employee participation in the free Workplace Quit Smoking Program. This program combines behavioural counselling (delivered by the Quitline service) with pharmacotherapy (Nicotine Replacement Therapy, such as patches, gum and lozenges). The partner, spouse or immediate family of an employee who is registered on the program can also participate in the program.
[x]  Referral of clients to Quitline using the online referral form <https://www.health.qld.gov.au/public-health/topics/atod/quitline-hp-referral-form>
[ ]  Access to a range of information and resources about tobacco smoke, including benefits of quitting, passive smoking and products to help you quit smoking. Order of download resources from [Quitline](https://www.health.qld.gov.au/public-health/topics/atod/quitline-resources) or [Cancer Council Queensland](https://cancerqld.org.au/cancer-information/find-resources/cancer-resources/).
[ ]  Negotiated leave during work hours to discuss smoking cessation with a GP.
[ ]  Free calls to Quitline (13 78 48) during work times.

[ ]  Other, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional online support can be promoted to employees and clients:

* [Quit HQ website](https://quithq.initiatives.qld.gov.au/)
* [Quitnow website](http://www.quitnow.gov.au/)
* [My QuitBuddy App](http://www.quitnow.gov.au/internet/quitnow/publishing.nsf/Content/quit-buddy)
* [Quit For You - Quit For Two App](http://www.quitnow.gov.au/internet/quitnow/publishing.nsf/Content/quit-now-apps)

**Compliance**

Managers and supervisors are responsible for ensuring compliance with this smoke-free policy for areas under their personal responsibility. Employees compliance with this policy is a condition of employment. All employees have a responsibility for ensuring clients and visitors are informed of, and comply with, this policy.

**Policy Review**

This smoke-free workplace policy will be reviewed annually in >please enter month <. This will ensure that the policy remains current and practical.