



Smoke Free Policy

Category: Human Resource Management Policy

PURPOSE

The Smoke Free Policy aims to proactively address smoking as a significant health risk for smokers and non-smokers. In particular it aims to:

- Reduce the health risks associated with smoking and exposure to environmental tobacco smoke.
- Provide a healthier, cleaner and safer work environment.
- Decrease the potential risk of litigation associated with discomfort or disease caused by environmental tobacco smoke in the workplace.

RATIONALE

Ballarat Community Health has a key role in the promotion of health and the prevention of disease in the Ballarat region. It should therefore set a public example of a healthy and progressive organisation.

Ballarat Community Health recognises that passive smoking (exposure to Environmental Tobacco Smoke (ETS)) can have detrimental health effects for non smokers.

Ballarat Community Health has an obligation under the Occupational Health and Safety Act to provide and maintain a safe working environment for employees, volunteers and contractors, as well as visitors to our sites.

SCOPE

The Smoke Free Policy addresses smoking through:

- Smoking restrictions across all BCH sites and within 20 metres of any site.
- No smoking in organisation's vehicles
- No smoking permitted whilst in a client's home. Clients to be requested to refrain from smoking while a staff member is present (employees performing outreach service)
- Proactive promotion of a smoke free environment
- Comprehensive smoking cessation support for clients and staff

The policy applies to BCH staff as well as to clients, volunteers, visitors and contractors.

POLICY STATEMENT

The Ballarat Community Health Smoke Free Policy provides for a smoke free environment applicable to 710 Sturt Street Ballarat, 260 Vickers Street Sebastopol and 10 Learmonth Road Wendouree sites, vehicles, outdoor areas within the boundaries of the above sites and any other place where an employee may be required to work. Staff working in outreach should explain the smoke free policy to their client and ask that they not smoke in the staff presence. There is no expectation that staff provide a service to clients in a smoky environment. BCH will provide smoking cessation advice and support to all clients, volunteers and employees. This policy comes into effect on July 1st 2010.

The APROTCH site (Cnr Queen Street & Dyte Parade) will be smoke free from July 2011 however this policy will apply to all staff working or visiting the APROTCH site, from July 1, 2010.



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PROCEDURES

Cessation Support

BCH will proactively encourage and support smoking cessation for clients by seeking to identify clients who smoke at intake, and offering advice and support through Smoke Free Clinics located at each BCH site. The BCH weekly update will provide advice to employees and encourage them to seek support from the Smoke Free Clinics.

POLICY COMMUNICATION AND EDUCATION

BCH will ensure high awareness of the policy and the smoke free boundaries through on-going communication in the weekly updates that are sent to all employees. The boundaries of BCH sites will be clearly sign posted to identify smoke free boundaries.

All advertisements for BCH positions, and tenders for contractors, will include a statement regarding the smoke free policy.

BCH orientation manual will refer to the smoke free policy.

POLICY COMPLIANCE

Policy compliance is facilitated through clear signage, education, publicity, promotion and reiteration of the policy.

For employees non compliance will result in disciplinary action. All staff members in supervisory positions are accountable for enforcing the policy amongst their own staff.

All staff members are responsible for encouraging adherence to the policy amongst each other.

All staff members are responsible for encouraging and enforcing the policy amongst clients and visitors, where it is felt that it is safe to do so. Discretion may be used in such circumstances.

ASSOCIATED DOCUMENTS

Tobacco Act 1987 (including amendments to 2007)

http://www.austlii.edu.au/legis/vic/consol_act/ta198773/

Tobacco Amendment Act (2005)

<http://www.dms.dpc.vic.gov.au/Domino/Web>

Notes/LDMS/PubStatbook.nsf/0/55B5BBE3746510FCCA25705F0020F82D/\$FILE/05-045a.pdf

Tobacco Regulations 1997 (including amendments to 2007)

http://www.austlii.edu.au/au/legis/vic/consol_reg/tr1997182/

Occupational Health and Safety Act 2004

http://www.austlii.edu.au/au/legis/vic/consol_act/ohasa2004273/

Disciplinary Process - BCH Policy and Procedure

POLICY HISTORY



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Adapted From	Barwon Health Smoke Free Policy and BCH Smoking Policy
Distribution:	All staff, clients, visitors and contractors, as necessary
Authorised by:	Chief Executive Officer
Policy Legislative Base	
Related Policies	
First Approved Date	10/01/2005
Adopted:	24/6/10
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Responsibility for Review:	Smoking Cessation Working Group