



SUPERIOR CARE GROUP

QUALITY AGED CARE SINCE 1979

Subject: SMOKING
Effective Date: FEBRUARY 2014
Review Date: FEBRUARY 2015
Approved By: Head Of Operations
Distribution: All Staff

PURPOSE:

To provide a safe environment for residents, visitors and staff.

POLICY:

Superior Care Group respects the rights of all residents and staff to freedom of choice. Superior Care Group organisations operate in a non-smoking environment; however we recognise the need to accommodate the needs of both smokers and non-smokers.

Residents:

Persons who choose to smoke may do so only outside the facility building in the designated smoking area only.

Residents who choose to smoke will be assisted to the area outside the facility.

Residents with dementia or deficits in manual dexterity will be assessed by the RN to ensure they are safe and capable of smoking independently. If the RN assesses the resident as not safe, staff will assist and supervise the resident during smoking.

Staff who smoke themselves will be directed to monitor smoking residents. Alternatively, a non-smoking staff member can supervise the resident and wear PPE – mask.

Residents who are assessed as unsafe to smoke independently will have their cigarettes and lighters held by staff.

The RN is to assess if the resident requires to wear a smoking protector apron.

Staff:

Staff who wish to smoke while at work must only do so during award designated rest breaks. As per the Superior Care Group Enterprise Agreement 2011:

'all employees who work at least 4 hours on any day will be entitled to a rest pause of 10 minutes. Employees who work at least 6 hours on any day will be entitled to a rest pause of 10 minutes duration in the first and second half of the working day. Such rest pauses must be taken at such times as will not interfere with the continuity of work, where continuity is necessary. An employee who is rostered to work in excess of five hours will be entitled to an unpaid meal break of not less than 30 minutes'.

The Award is specific in that each employee must have a break of at least 30 minutes for each meal break that occurs whilst on duty, this cannot be broken into smaller breaks throughout the shift to allow smoke breaks and must be taken in the whole 30 minutes allocation.

Smokers are expected to smoke in the designated smoke area only and are responsible for the correct disposal of cigarette butts and rubbish removal from the area.

Due to the potential for odours to be offensive to our residents, it is also expected employees will ensure appropriate management of oral and body odour related to the smell of cigarettes lingering on their breath or clothing.

Staff who are required to remain 'on-call' during a meal break may be required to remain on the premises due to the requirements of their position and the specific needs of the work at the time and may preclude them from leaving the site to have a cigarette. All staff need to ensure that they inform their supervisor of their whereabouts while on duty and this includes seeking permission to leave the site for whatever reason.

Employees are required to comply with this smoke free policy. Supervisors and managers are responsible for ensuring that the policy is implemented. If an employee breaches the smoke-free policy, informal counselling will be undertaken in the first instance. If the employee continues to breach the policy then formal corrective counselling will be undertaken.