

ST PAUL DE CHARTRES RESIDENTIAL AGED CARE MANAGEMENT SYSTEMS MANUAL

Issue No: 1
Form No: M26.S4

Authorised by GM
Review Date Jan 14

Date: Jan 2014

(S4) SMOKING POLICY

Objectives

The objective of the policy is to meet our duty of care responsibilities as an employer by:

- protecting all employees, residents and visitors from exposure to tobacco smoke
- maintaining a totally smoke free working environment
- supporting employees and residents to improve their health and wellbeing

Policy

We will provide a smoke free work environment for all its employees, residents and visitors.

Smoking by all employees, residents and visitors is banned whilst on the premises. No one will be permitted to smoke on the premises at any time.

For the purposes of this policy our premises include all land surrounded by the perimeter fencing of 12 Fedrick Street, Boronia Heights.

The ban on smoking in and around our premises extends to employees, residents, visitors and contractors performing duties after normal hours, and members of the public visiting our premises.

Support programs

We value our employees and recognise they can best fulfil their statutory duties when healthy. We support our employees who wish to quit smoking and will offer the following assistance:

- Courses or seminars
- Nicotine Replacement Therapies (Patches, Gum, Inhalers, Lozenges)
- Hypnotherapy
- Acupuncture
- Any other reasonable request.

In addition, the following leave and financial assistance is offered to employees:

- paid leave may be granted (of up to 8 hours) to attend a course or seminar; and

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- a one-off reimbursement of costs associated with quit smoking initiatives (maximum of \$400).

Contact points

Further information on quit smoking programs can be obtained from our Human Resources or the organisations listed below.

Where to go for help

We provide support to employees to assist them to quit smoking through our Employee Assistance Program. In addition, the following organisations provide support to people wishing to quit:

The Cancer Council ACT: 6257 9999 or [visit their website](#).

Visit the [Quit Victoria website](#). Quitline: 131 848.