

**Subject: SMOKING**

**Application: Cypress View Lodge**

**Effective Date: March 2013**

**Approved By: Management Committee**

**Responsibility: Facility Manager/ Clinical Care Manager / All Staff**

**Distribution: All Staff, Residents, Visitors**

***PURPOSE:***

- To ensure that Cypress View Lodge has a smoke free environment; and that staff, residents and visitors are not exposed to environmental tobacco smoke (ETS) whilst in attendance at the facility.
- CAPAA recognizes it's duty of care under Section 20 of the *NSW Work Health and Safety Act 2011* requires that "persons with management or control of a workplace"• ensure so far as is reasonably practicable that the workplace is without risks to the health and safety of any person. To allow smoking in CAPAA premises conflicts with these legal obligations. Therefore CAPAA adopts a smoke-free workplace policy.
- This policy cover all employees (including contractors), residents, and visitors to the facility or grounds.

***POLICY:***

CAPAA aims to achieve a smoke-free environment.

To protect all staff, residents or visitors from exposure to ETS the entire premises is smoke-free, including vehicles owned or operated by CAPAA.

Staff and residents may request assistance (e.g. counselling and/or education) to cease smoking from the organisation at any time. Such assistance does not relieve the employee from the obligation not to smoke.

- All property owned and operated by CAPAA will be smoke free; this includes all buildings as well as the surrounding property.
- The policy will apply to all staff including management; residents, visitors, family and friends, contractors and service staff while on CAPAA premises. An exception has been made to permanent residents who lived at the facility prior to 1<sup>st</sup> March 2013. Residents who lived at the facility prior to this date will be permitted to continue smoking in designated areas. These residents will be offered assistance to cease smoking.

- All new employees will be advised of this policy at the time of employment.
- All prospective permanent and respite residents will be informed of this policy.
- Smoking will not take place in meetings, areas used by visitors or in company vehicles.
- Residents who resided at the facility prior to 1<sup>st</sup> March 2013 who are using the designated smoking area/s are to remove all waste generated in this area and to keep the area tidy and hazard free.
- All residents will be informed of this policy and assisted to and/or supervised when appropriate; to the designated areas to smoke.
- Staff who smoke and choose to leave the facility grounds to do so will not be provided with time outside of the designated work breaks; i.e. morning tea, lunch time. Smoking breaks are confined to work scheduled breaks as per duties lists.
- Appropriate signage will be placed throughout CAPAA grounds and facility.
- Members of the public or contracted workers who smoke will be asked to politely extinguish their cigarette or to leave the grounds if they wish to smoke.
- Advertisements for new staff will state that CAPAA is a smoke-free workplace.
- Staff not complying with this policy will be subject to the Disciplinary Procedure (see Standard 1.6 – Human Resource Management).

### **RESPONSIBILITY:**

Management is responsible for ensuring a smoke-free work environment and offering help to staff who smoke via access to counseling or an assistance program.

Staff are reminded that they are obliged, *NSW Work Health and Safety Act 2011* to protect the health of their fellow workers.

Staff is responsible for their own actions and for the reporting of incidents of smoking at the workplace.

### **GRIEVANCE AND BREACHES OF POLICY:**

The smoke-free policy is an integral part of our workplace health and safety policies. Staff not complying with this policy will be subject to the Disciplinary Procedure (see Standard 1.6 – Human Resource Management).