

Smoke - Free

OBJECTIVE:

The objective of this policy is to:

1. Protect the health of its staff, residents, contractors and visitors from passive smoking
2. Assist and support stakeholders in the ceasing of their tobacco use
3. To provide an example to the community that we are committed to reducing the harm caused by tobacco smoking by providing a safe and health promoting smoke-free service.

POLICY:

This policy applies to all employees, residents, visitors, contractors and all other persons entering the Peninsula Palms Aged & Community Services site. The site includes inside and outside the building.

Peninsula Palms Aged & Community Services will ensure:

1. Staff and future staff are aware that smoking is not permitted on site.
2. "On site" begins when existing off Morris Road onto our driveway.
3. Prospective residents will be informed that there is no smoking onsite and that staff are unable to assist them off site to smoke.
4. That visitors and contractors are aware that it is a non-smoking site.
5. That there is adequate signage to ensure all stakeholders are aware of our smoke-free policy
6. That it is written in all our handbooks that we have a smoke-free policy.

Compliance:

All residents and visitors who breach our smoke-free policy will be informed of our policy and asked to comply. If the breach continues the person may be asked to leave the premises.

Staff who breach the policy will be in the first instance, counselled and QUIT support offered. If further breaches occur, formal disciplinary action will be taken.

Contractors in breach of the policy, will be made aware of the policy and asked to extinguish their tobacco product or leave the premises to smoke.

Authorised by: Chairman of Directors Effective Date: 01/04/2014

Signed: _____

Reviewed by: Manager Review Date: 01/04/2015

Signed: _____

Distribution: All Staff