**[NAME OF ORGANISATION] TOBACCO POLICY**

**1.0 RATIONALE**

[Name of organisation] recognises the harm caused by tobacco smoking, in particular the links between smoking and disadvantage, and our duty of care to safeguard the health and wellbeing of our staff and clients. Smoke-free areas support smokers who are trying to stop smoking and reduce overall cigarette consumption.

Occupational health and safety legislation requires employers to keep workplaces they are in charge of safe and without risk to the health of any person.

Accordingly, the following policy has been developed by [Name of organisation].

**2.0 OBJECTIVES**

The objectives of this policy are:

* To protect all staff, clients, visitors, volunteers and contractors from exposure to environmental tobacco smoke and provide access to smoke-free environments; and
* To provide all staff and clients with information and support to reduce and quit smoking.

**3.0 TIMING**

This policy is effective from [Start date for the policy].

**4.0 WHO IS AFFECTED BY THE POLICY?**

This policy applies to all [Name of organisation] staff, clients, visitors, volunteers and contractors, and relates to all [Name of organisation] premises.

This policy applies to the use of all tobacco products, including electronic cigarettes.

Staff will receive a copy of this policy and be informed through internal communication channels (e.g. [Insert any specific communication channels - e.g. email, signage, staff meetings]). Clients will be informed of this policy upon entry into the service through [Insert any specific methods] and through internal communication channels (e.g. [Insert any specific communication channels - e.g. signage, groups, meetings]). Volunteers, contractors and visitors will be informed of this policy at [Insert any specific methods – e.g. at their induction, when they sign in at reception].

**5.0 SUPPORTING STAFF AND CLIENTS WHO SMOKE** [Examples provided below]

To encourage and assist staff and clients to reduce and quit smoking, the following support will be provided:

* Promote support services, including Quitline (13 7848), QuitCoach and quit apps (i.e. My QuitBuddy, Quit for You - Quit for Two); and
* Provide printed health information.

For staff:

* Provide information and support during monthly supervisions;
* Allow time during working hours to access support services, if needed; and
* Provide group smoking cessation support from the Cancer Council WA, as needed.

For clients:

* Provide information and support upon entry and exit, and regularly through Case Management sessions (staff will be provided with education and training as part of induction to provide this support);
* Promote support services for those wanting to reduce and quit smoking; and
* Provide free/subsidised Nicotine Replacement Therapies [NRT].

**6.0 SMOKE FREE AREAS**

[Name of organisation] requires the following areas of any premises owned or leased by [Name of organisation] to be smoke-free:

* All indoor areas (Western Australian legislation states that enclosed workplaces must be smoke free);
* All covered areas
* Outdoor dining areas (both uncovered and covered);
* Within 5 metres in any direction of any building entrance (front or rear) - This means 5 metres from the entrance to a site, not just 5 metres from the building; and
* Within 10 metres of air-conditioning vents and windows.

Smoking is also prohibited in all vehicles owned or leased by [Name of organisation].

Smoke-free areas will be clearly signed and promoted in [Name of organisation] materials.

**6.1 DESIGNATED SMOKING AREAS (FOR CLIENTS ONLY)**

While all outdoors areas of [Name of organisation] premises are smoke-free, clients can smoke in the following designated areas:

* [Name and location of area].

**7.0 POSITION ON SMOKING BREAKS**

[Suggested position]

Staff are not permitted to smoke on any [Name of organisation] premises or when they are acting in an official capacity offsite. Smoking is only allowed during designated breaks and outside of [Name of organisation] premises.

**7.1 PROFESSIONAL BOUNDARIES**

Staff should not smoke with or in the presence of clients.

It is imperative that all staff maintain professional boundaries with clients. All staff are reminded that it is inappropriate for staff to stand and smoke with clients. If this situation arises, staff should respect that boundary and remove themselves from the situation. If staff are confronted by a client smoking, staff should politely request the client to put the cigarette out. If this fails, staff should advise the client they will come back when they are not smoking.

Ensuring that staff only smoke during designated breaks and outside of [Name of organisation] premises is a method of managing the situation and maintaining professional boundaries.

**8.0 FOLLOWING THE POLICY**

If staff do not comply with this policy the following actions will be taken:

* Ensure the staff member is aware of the policy and reiterate the reasons for its existence;
* Remind the staff member that staff are not expected to quit smoking, but they are asked to follow the policy by not smoking onsite, while offsite in an official capacity or during work hours;
* Provide the staff member with information about support services and how they can manage their smoking during work hours, including information about NRT products;
* Reinforce that all staff are required to follow the policy; and
* Failure to comply with this policy may result in disciplinary action.

If clients do not comply with this policy the following actions will be taken:

* Ensure the person is aware of the policy and reiterate the reasons for its existence;
* Ask the person to stop smoking in that location and direct them to a designated smoking area;
* Provide the client with information about support services available;
* Reinforce that all clients are required to follow the policy; and
* Failure to comply with this policy may result in disciplinary action.

All staff are responsible for ensuring compliance with this policy for areas and personnel under our responsibility. This includes volunteers, contractors and visitors. Any volunteer, contractor or visitor who does not comply with this policy will be asked to leave.

**9.0 POLICY REVIEW**

This policy will be reviewed six months after its introduction and then on an annual basis thereafter. This will ensure that the policy remains current and practical.

Date of last review: [Insert date]

Date of next review: [Insert date]