1. Objective

The objective of the smoke free work place policy is to:

* Protect the health of Eldercare workers and visitors from passive smoking;
* Assist workers and residents who wish to address their tobacco use;
* Provide a clear message to workers and residents that all Eldercare sites are committed to reducing the harm caused by tobacco smoking by providing a safe and healthy work place.
1. Introduction

The National Public Health Partnership has concluded that exposure to environmental tobacco smoke in outdoor areas can produce symptoms of ill-health. This can particularly affect vulnerable individuals such as young children, pregnant women and people who suffer from pre-existing respiratory or cardiovascular conditions.

Smoking by workers and visitors, has been prohibited on all Eldercare sites since July 2009, including all buildings, structures, outdoor areas, and company vehicles. This applies to all persons entering any Eldercare premises, including the entire outdoor area. Residents admitted before July 2009 are still permitted to smoke in designated areas (see 5.3).

The Chief Executive (CE) has a duty of care to provide a safe and healthy working environment for all workers under the *Work Health and Safety Act 2012*. Eldercare recognises that active and passive smoking is hazardous to health, and that everyone who enters an Eldercare premises should be protected from the involuntary inhalation of tobacco smoke. Given that there is no recognised safe level of environmental tobacco smoke exposure, prohibiting smoking is the most effective way to achieve a healthy environment at all Eldercare sites.

1. Responsibilities

| **Role** | **Responsibilities** |
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| Chief Executive | The CE as the responsible officer has ultimate responsibility for the effective implementation of this policy. As far as is reasonably practicable, the CE must ensure that:* All levels of management are aware of their responsibilities in relation to maintaining a smoke free workplace;
* All workers and visitors are aware of their responsibilities in relation to this policy;
* Adequate resources are made available to implement this policy.
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| Chief Executive, Executives, General Managers, Site Operations Managers, Supervisors and Team Leaders | Have direct responsibility for:* Implementing the policy’s strategies;
* Ensuring appropriate training and worker support is provided;
* Consultation with workers;
* Monitoring their workers to ensure compliance with this policy;
* Ensuring their workers are adequately informed about the policy and the penalties that could possibly be applied for breaches.
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| Workers | Workers are responsible for:* Participating in the implementation of this policy;
* Complying with this policy and any local established procedures;
* Informing all those entering Eldercare premises of the policy where appropriate;
* Protecting their own health and safety at work and the health and safety of fellow workers;
* Ensuring that a cigarette break is taken in the worker’s own time ie, not during paid breaks;
* Extinguishing their cigarettes before they arrive on Eldercare premises.
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1. Definitions

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| **Term** | **Definition** |
| Eldercare Premises | Buildings, structures, outside areas and employer vehicles owned, leased, occupied or controlled by Eldercare, excluding Eldercare Retirement Living Villages (units). |
| Passive Smoking | Inhalation of second-hand tobacco smoke, which is a combination of side-stream smoke from a burning cigarette, electronic cigarette and mainstream smoke exhaled by a smoker. |
| Smoke | To smoke, hold or otherwise have control over, an ignited tobacco product or electronic cigarette. |
| Workers | Board Members, Eldercare employees (whether full-time, part‑time, casual, permanent or temporary), Volunteers, Students, External Contractors, Consultants and Material Suppliers. |
| Tobacco Product | Cigarette, cigar, an electronic cigarette and cigarette or pipe tobacco. |

1. Policy Principles
	1. Each Eldercare site will coordinate the implementation and evaluation of the policy via the site’s workplace health and safety committee and ensure that a consultative approach is used throughout the process. The purpose of this is to ensure that each site complies with the policy in a way that addresses site specific circumstances, as well as worker and resident needs.
	2. No person will be permitted to smoke anywhere on any Eldercare premises, this includes Residents (with the exception of those mentioned in 5.3) and workers.
	3. Where Residents who were admitted prior to July 2009 wish to smoke, they will be encouraged and supported to quit. If they still wish to smoke they may do so as previously arranged. This arrangement should provide for a suitable designated area for smoking. The required safety precautions (ie regular dexterity and cognitive assessments, smoking apron, supervision whilst smoking etc) shall be clearly indicated in the resident’s care plan.
	4. All new Residents and their families will be informed that they will be unable to smoke if they accept a bed at an Eldercare Facility. They will also be informed that there may be some Residents at the site who may smoke, as per 5.3.
	5. All new contracts (e.g. lease agreements and service provision agreements) entered into with Eldercare will stipulate that smoking by any of the parties or their contractors on Eldercare premises is prohibited.
	6. All Eldercare sites must ensure:
* Clear and consistent signage is displayed prominently on and in all Eldercare premises, including the boundaries of premises, and must communicate the Policy, stating clearly that smoking is not permitted.
* Appropriate cigarette disposal bins are provided at all Eldercare premises.
* All contracts that engage the work of contractors, including lease agreements for services such as staff rooms, will stipulate that smoking is prohibited and is a condition of the agreement.
* All advertisements and public notices for employment will state that Eldercare is a smoke-free workplace.
* Workers who wish to smoke may only do so on a rostered break and must not be on Eldercare premises (as defined).
* Workers are not to supply Residents with tobacco products. No Eldercare funds are to be used to supply tobacco products for Residents or workers.
* Workers can request Residents or others not to smoke on the premises when making home visits. Workers may choose to leave the home if smoking continues and may make alternative arrangements for the provision of services.
* Workers are not to smoke during their work hours in the presence of Residents and/or when representing their employer in a public or educational role, whether on or off any Eldercare premises.
* Workers are not to smoke in Eldercare vehicles.
* Where Eldercare provides living accommodation for workers that are not on premises, workers are prohibited from smoking inside the property and within 7 metres of entrances, exits and ventilation points.
1. Compliance
	1. Eldercare workers should inform Residents and visitors of this policy where appropriate. This should be achieved through an educative approach and breaches of the policy dealt with in a non-confrontational manner.
	2. All visitors who breach smoking restrictions are to be informed of the policy and asked to comply. If the breach continues, the person will be asked to leave the premises and subsequent breaches are to be reported to the Site Operations Manager / Manager.
	3. All Residents who breach smoking restrictions are to be informed of the policy and asked to comply. Subsequent breaches are to be reported to the Site Operations Manager / Manager.
	4. Workers who breach the policy in the first instance are to be counselled by Supervisors or Managers, including clear explanation of the policy. Quit smoking support is to be offered if appropriate. If further breaches occur, formal disciplinary action may be taken by the Supervisor or Manager in line with workplace procedures. All workers are to have information about how to address breaches of local policy included in the training provided by their employer.
	5. 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. Subsequent breaches are to be reported by the Site Operations Manager / Manager to the contracted company’s management and cancellation of the contract may result.
2. Communication

This policy will be communicated to existing workers (via policy update), new workers (as a condition of employment), Residents (via Admission Coordinators and Residential Care Agreement, contractors (via contract agreements) and visitors (via signage).

1. Support for Residents
	1. All Residents are to be informed of this Policy via the Residential Care Agreement.
	2. All Residents are to be assessed for their tobacco smoking status and intention to quit when being considered for admission.
	3. All Residents identified as smoking tobacco are to be provided with information about options to quit, including referral to the Quitline and their General Practitioner.
	4. All Residents identified as being nicotine dependent are to be offered assistance with nicotine withdrawal management.
2. Support for Workers

Any worker who wishes to quit smoking will be provided with support to quit smoking by:

* Providing free assessment, planning and individualised counselling through Quit SA.
* Quit smoking support is to be made available to any Eldercare worker as part of the Employee Assistance Programme (EAP).
1. References

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| Related Frameworks and Policies | WHS & Injury Management and Rehabilitation PolicyPurpose and Values Wording Statement Policy |
| Related Procedures | Management of Eldercare Vehicles Procedure |
| Related Documents | Employee HandbookResident HandbookVolunteer Handbook |
| Relevant Acts and Regulations | Aged Care Act 1997Work Health and Safety Act 2012Work Health and Safety Regulations 2012 |