

# Non-Smoking Policy

## POLICY AND PROCEDURE

### 1.0 Purpose

To provide a safe and healthy work environment for all employees and clients. These rules protect people from harmful second-hand tobacco smoke

### 2.0 Scope

This policy applies to all employees and Subee Newlake work sites including offices, Subee Newlake vehicles, private vehicles in which clients are transported and an allowance paid, client homes and public spaces where smoking is banned.

This policy is informed primarily by the Public Health (Tobacco) Act 2008, Smoke-free Environment Act 2000 and the Smoke-free Environment Regulation 2016.

### 3.0 Definitions

E-Cigarette or Vaping: E-cigarettes are devices that deliver an aerosol by heating a solution that users breath in. The aerosol is commonly referred to as 'vapour'. Using an e-cigarette is commonly known as 'vaping'.

Cigarette: Is a narrow cylinder containing a combustible material, typically tobacco, that is rolled into thin paper for smoking

### 4.0 Responsibility and Authority

All managers have the responsibility and authority to ensure this procedure is followed.

All employees are responsible for knowing and following this procedure.

Employees have a duty of care to clients under the mentioned acts and standards as well as under state and federal law.

### 5.0 Policy

4.1The Smoke-free Act bans smoking in all enclosed public places. These include, but are not limited to, shopping centers, cinemas, and on public transport.

4.2The act specifically bans smoking in the following outdoor areas:

4.2.1 Within 10 meters of children's play equipment in outdoor public places

4.2.2 Public swimming pools

4.2.3 Spectator areas at sports grounds

4.2.4 Public transport stops and stations

4.2.5 Within four meters of pedestrian access to a public building which is by definition a non-residential building

4.2.6 In any commercial outdoor dining areas

4.3 Smoking or use of e-cigarettes in cars with a child under the age of 16 whilst on a road or road related area. Note that this is enforced by NSW Police and drivers may be prosecuted if found guilty. The driver is responsible for passengers found smoking.

### 5.0 Organisational policy

5.1 Employees must follow legal requirements.

5.2 Employees are not to smoke within Subee Newlake offices including within four meters of an office entrance.

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5.3 Employees are not to smoke in Subee Newlake vehicles.

5.4 Employees using their own vehicle for client transportation, and as such receiving a motor vehicle allowance, must not smoke in their own vehicle prior to or during the transportation service as it is considered an extension of the workplace.

5.5 Smoking in a client's home (including outdoor areas and balconies) is not permitted under any circumstance.

5.6 Administration staff are permitted to smoke only during their morning and afternoon tea breaks or lunch, and not during paid time. Staff are not to smoke within four meters of public access to the Subee Newlake office as per legislation.

### **Helpful Resources to help quit smoking.**

The NSW Quitline 137848

iCanQuit websites <https://www.icanquit.com.au/>

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