



## SMOKING IN THE WORKPLACE POLICY

Passive smoking (the inhalation of environmental tobacco smoke [ETS] increases risks to health.

Breakaway Toowoomba Inc has a duty of care under occupational health and safety legislation to provide a safe and healthy work environment for all employees and others who enter the workplace.

Breakaway Toowoomba Inc has therefore adopted a Smoking in the Workplace Policy. The objective of this policy is to minimise smoking in the workplace and prevent exposure of workers to environmental tobacco smoke.

### OBJECTIVE

To achieve a smoke-free workplace to protect all employees, clients and visitors from the effects of environmental tobacco smoke.

### PROCEDURE

- Smoking is prohibited within the confines of all Breakaway Toowoomba owned or leased buildings and vehicles and includes the homes of clients of Breakaway Toowoomba. Outdoor areas of the respective sites are also to remain smoke-free.
- Breakaway Toowoomba does not permit staff smoking breaks except for the normal tea and lunch break periods as provided in Breakaway Toowoomba's Conditions of Employment.
- All new employees will be advised at their Health and Safety Induction that Breakaway Toowoomba has a Smoking in the Workplace Policy.
- Breakaway Toowoomba acknowledges that situations may arise where the client is a smoker. In these situations after a risk assessment has been completed and by the consent of both the worker and the client, the client will be encouraged to smoke outdoors if necessary during a support session if no other solution is possible.
- Professional help including quit smoking advice and information is available for any staff member that may require assistance to adapt to the policy. In some cases and based upon prior approval by the Executive Officer staff may be able to access the counselling service available through the Breakaway Toowoomba Employee Assistance Program. Staff members are advised to access the Government 'Quitline' program. Ph 137848  
[http://www.quit.org.au/quit/quitline\\_help.cfm](http://www.quit.org.au/quit/quitline_help.cfm)

**DISCIPLINARY PROCEDURES:**

- Staff adherence to this policy is a condition of employment. Any breach of the policy will lead to normal disciplinary procedures being applied.
- It should be noted that employees who fail to look after the safety of other people by not complying with the policy can be personally liable for a fine under the relevant Workplace Health and Safety regulations.
- It should also be noted that employees cannot be disciplined because they smoke away from the workplace, during their own time.
- The Executive Officer and supervisors at all levels are responsible for the supervision of staff, contractors and visitors in regard to Breakaway Toowoomba's Smoking in the Workplace Policy.

Approved (Executive Officer) David Bea .....Date 16.06.09 .....

Approved (Chairperson) Paul E Devine .....Date 16.06.09 .....

Approved.....OB.....