

## THE NORTHCOTT SOCIETY

# POLICY ON SMOKE-FREE WORKPLACE

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<b>VOLUME:</b>	<b>2</b>	<b>Society Policy on Management and Organisational Issues</b>
<b>SECTION:</b>	<b>B</b>	<b>Occupational Health &amp; Safety &amp; Workers' Compensation</b>
<b>SUB SECTION:</b>	<b>A</b>	<b>OH &amp; S - General</b>
<b>REVIEW DATE:</b>		<b>June 2007</b>
<b>BOARD APPROVAL:</b>		<b>Not Applicable</b>

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### **Policy**

Northcott is committed to protecting the health and safety of all its employees by providing a smoke-free work environment. Northcott introduced a proactive policy in 2002 which committed us to reducing the effects of passive smoking in the workplace. This policy update has evolved the policy to the next stage.

This evolution is consistent with the requirement under the Occupational Health and Safety Act 2000 (NSW) that an employer must ensure that premises and the working environment are safe and without risks to health. Both smoking and passive smoking pose serious health risks. Northcott seeks to ensure that staff, clients, volunteers and members of the general public are not exposed to tobacco in the course of Northcott business.

It is clear that community values and public opinion support the elimination of *any* exposure to passive smoking. Additionally, given the litigious nature existing today, it is simply good risk management to reduce as far as possible, exposure of employees to any passive smoke.

Northcott will provide assistance to staff who currently smoke, to assist them cease smoking.

### **Principles**

This policy applies to all Northcott staff, clients, volunteers, members, contractors, consultants, and visitors. The Board of Directors and Managers are ultimately responsible for ensuring compliance with this policy.

## **Procedures**

Smoking is not permitted inside any Northcott office, shop, vehicle or at or near any Northcott event.

If staff do smoke it is requested that this happen discretely and not within 100 metres of any Northcott building, shop, vehicle or event. Staff should be aware that there is a genuine risk they may damage the public's perception of Northcott and our credibility if they are observed smoking – particularly at or near a Northcott building, shop, vehicle or event.

Signage will be positioned prominently to remind staff, volunteers, members, contractors, consultants, and visitors that smoking is prohibited inside or outside any of Northcott premises and vehicles.

## **Application of smoke free policy to residential services**

Northcott also recognises that some of its workplaces are residences for clients and as such, the NSW Smoke Free Environment Act 2000 does not apply. However, Northcott acknowledges that it has a responsibility to provide a safe work place for employees, volunteers and contractors for whom the residences are a work place.

Smoking is not permitted inside Northcott residences. Clients and members of the public may smoke in open spaces outdoors only, subject to there being no hazardous materials, fire risks, potential damage to property or equipment, exposure to the public, or where passive smoking could affect another person.

Northcott has adopted the NSW Health Department Circular 2002/72 which provides guidelines for the management of nicotine dependent inpatients, for clients within Northcott's residential services.

## **Assistance to quit**

Northcott encourages and supports staff who do smoke, to quit. Free "Quit" programs are currently available at a number of different locations.

Staff who would like assistance in quitting are encouraged to contact the Quitline on 131 848 or via the internet on <http://www.quitnow.info.au>.

Northcott will endeavour to inform staff about any innovative cessation trials or pilots they may be able to participate in. Northcott will assist, where possible, with providing flexible working arrangements to allow staff to attend counselling or other programs related to giving up smoking. Any changes to regular working arrangements need to be discussed and agreed in advance with your manager.

Staff who wish to quit, and who are members of a health fund, are encouraged to investigate whether their health fund coverage includes reimbursement for participating in quit programs.

**Breach of policy**

Adherence to this policy is a condition of employment. Any breach of this policy will lead to disciplinary procedures being applied.

**Policy review**

This policy will be reviewed in June 2007, or sooner if necessary.



**Authorised by:**

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**Glenn Gardner  
Chief Executive Officer**

1 June 2005

**Date:** .....