



Upper Great Southern Family Support Inc.

Policy On SMOKING

Date Adopted: November 2010

Date Last Reviewed: 26th of June 2012

Next Date to Revise: June 2013



**Upper Great Southern Family Support Association Inc. known as
Policies and Procedures**

Policy and Procedure: Smoking	Date of Last Review: 26th of June 2012
Number of pages: 3	Review Date: June 2013
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Smoking

Purpose of this Policy

The Management of Upper Great Southern Family Support Association Inc. (UGSFSA) is committed to ensuring a safe work environment for all workers and visitors to the office. UGSFSA shall develop, conduct, review and refine its procedures to promote a productive and safe working environment.

It is the objective of UGSFSA to ensure compliance with all relevant sections of the Western Australian Occupational Safety and Health Act.

The Policy

UGSFSA is committed to providing a safe work environment, including the provision of a workplace free from the dangers of passive smoking.

Responsibilities

Management:

- Ensure policy requirements are managed consistently
- Act as a role model at all times
- Ensure that no employee smokes in an enclosed workplace, including UGSFSA vehicles.
- Ensure that smoking is not conducted within 5 metres from the UGSFSA office - 107 Federal St Narrogin 6312.
- No smoking in areas that are deemed to be a public place, such as parks, libraries, shopping centres, leisure centres or sporting complexes.

Workers:

- Adhere to UGSFSA policy in relation to this smoking policy and any other health and safety policy, regulations or legislation that may be in effect.

Procedure

1. Make sure that smoking is not conducted within at least 5 metres from the UGSFSA office, 107 Federal Street Narrogin 6312.
2. At no time shall smoking be permitted within the premises of a Service User. Smoking should be conducted at least 5 metres from the Service Users home.
3. Smoking shall only be permitted during the allocated tea and meal breaks. Smoking breaks must not be at the expense of the worker's workload or the organisation.
4. No smoking is allowed in any of the UGSFSA vehicles.
5. No smoking is allowed at any UGSFSA event or function.
6. No smoking in areas that are deemed to be a public place, such as parks, libraries, shopping centres, leisure centres or sporting complexes.

Note: Breaches of this Policy will lead to disciplinary action and/or possible termination of employment.

REVIEW OF THE POLICY

This policy will be reviewed on an annual basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy shall be reviewed immediately and amended accordingly.