

SMOKING

STANDARD:	4.5
EFFECTIVE DATE:	1/6/2006
REVISED:	1/7/2008
APPROVED BY:	CEO/BOD
RESPONSIBILITY:	ALL STAFF
DISTRIBUTION:	ALL STAFF AND RESIDENTS
VERIFICATION:	

PURPOSE:

- To provide a safe environment for residents, visitors and staff.
- This policy cover all employees (including contractors), residents, and visitors to the facility or grounds.

POLICY:

This facility respects the rights of all residents and staff to freedom of choice. However, in the interests of safety and in keeping with the current health standards, all staff, volunteers, visitors and suppliers smoking is prohibited on all St Andrews' property and confined to outside the boundaries of St Andrews. The only exception will be in nominated exempt areas set aside for residents who smoke.

Staff, Volunteers, Visitors and suppliers

- For safety reasons, and to consider the rights of others, smoking is not permitted inside the boundaries of St Andrews or in any St Andrews vehicles.
- Staff who choose to smoke may do so during designated breaks only, outside the boundaries of St Andrews.
- There is to be no smoking at St Andrews functions.
- Staff not complying with this policy will be subject to the Disciplinary Procedure (see Standard 1.6 – Human Resource Management).

Residents

- We recognize that in our residential services some residents will continue to smoke under supervision. Each residential area currently has well ventilated areas that are designated for resident smoking and for the time being we expect these to continue to be used by residents so long as their smoking does not affect another resident, staff member, visitor, volunteer, etc.
- Care Managers are to advise potential residents that St Andrews is a non-smoking organization.

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- Where residents choose to smoke, controlled access to cigarettes, lighters or supervision may be required. This decision is based on the individual resident's capabilities (mental/physical/emotional) and the associated risk of fire and burns.

St Andrews Commitment to smokers

- For those smokers that choose to quit, St Andrew's will supply the first fortnight of nicotine replacement therapy at no charge to staff members. St Andrew will continue to pay for every second fortnight of therapy for three months.
- Information on the health risks associated with smoking and support services will be made available to all staff, visitors, volunteers and residents on request..

Acknowledgments:

1. Occupational Health & Safety Act, 2000, (NSW).
2. National Safety Council of Australia, *Safety and Security: Puffing Silly*, (Spring 1994).
3. James Underwood & Associates Pty Ltd 1999.