



TEMPLATE WORKPLACE TOBACCO MANAGEMENT POLICY

This document provides a workplace tobacco management policy template to support Under 10% Project Partners to clearly state the tobacco management policies and positions of the service. It is intended that services utilise or adapt the template policy to fit within their organisational policy and procedures, and to reflect the context of the organisation. The template policy helps to formalise the commitments made by Under 10% Project Partners including:

- Being a smokefree workplace (with optional designated smoking area)
- Committing that workers will not smoke whilst on duty (and have to take unpaid breaks if they chose to smoke)
- Committing that workers will not smoke with clients / consumers
- Promoting access to tobacco information and resources for workers, visitors and clients / consumers
- Promoting the tobacco management policy through displaying signs and posters in the workplace

The template policy is also a tool to support services to comply with ACT Government and legislative requirements.

Support from the Under 10% Project to Implement the Policy

Areas of the template policy are mapped to the support provided by the Under 10% Project below:

Area	Support from the Under 10% Project
Signage	→ Signage and posters can be provided through the Under 10% Project.
Workers	→ Subsidised nicotine replacement therapy is available through the Under 10% Project to support workers to manage tobacco in the workplace.
	→ Tobacco resources and training are available for worker through the Under 10% Project.
Clients /	→ Tobacco training that supports workers to engage with clients / consumers

consumers and visitors	and visitors regarding tobacco is available for workers through the Under 10% Project.
------------------------	--

[Insert Service Name and Logo Here]

Workplace Tobacco Management Policy

[Insert Date]

1. Aim

[Insert service name] is committed to providing a healthy and safe workplace. This policy is aimed at supporting our workers, clients / consumers and visitors to adopt and promote healthy behaviours in the workplace, and to reduce harms and health inequalities associated with exposure to tobacco smoke.

2. Definitions

Workers:

All employers and employees including volunteers and contractors for lease and for work, for example maintenance or consultants.

Workplace:

Any place where employees are representing their service during work hours. This includes off-site visits and driving whilst being paid.

Visitors:

All people visiting the [Insert service name] site.

Clients / consumers:

All people using the professional services provided by [insert service name].

3. Policy Details

3.1 POLICY DURATION AND REVIEW

[Insert service name] workplace tobacco management policy is effective from [Insert date]. The policy will be reviewed at [insert timeframe].

3.2 OPERATIONAL PROCEDURES

Smoking is not permitted at [insert service name] including all buildings, grounds or car parks [add statement of 'except in designated smoking area' here if progressing with an optional designated smoking area]. Workers choosing to smoke will have to do so on unpaid breaks. Workers leaving the workplace for a smoking break are not considered to be at work (*Safety, Rehabilitation and*

Compensation Act 1988 (Cwlth). Workers are not permitted to smoke when they are acting in an official capacity off-site.

Workers must not smoke in the presence of clients / consumers or visitors. Workers must refrain from using tobacco as a means of engaging with clients / consumers.

Smoking is prohibited in [insert service name] work vehicles at any time. Workers transporting other workers, clients / consumers or visitors in their own vehicle must provide a smoke free vehicle.

3.3 DESIGNATED SMOKING AREA/S [OPTIONAL]

The designated smoking area/s are located at [insert location]. The area is in accordance with the following criteria:

- A separate designated smoking area is provided for workers and clients / consumers (e.g. you may require 2 designated smoking areas so that clients / consumers are not smoking with workers)
- 20 metres [if possible] from any enclosed areas, doorways (fire doors and emergency exits excluded), opening windows, ventilation ducts (to prevent smoke drift)
- Is out of business view
- Addresses safety issues
- Is not on a pedestrian thoroughfare/walkway
- Is clearly signposted
- Is out of view from common meeting areas and work areas (with the exception of workers working outdoors)

3.4 SIGNAGE

Signage is erected and maintained at the [insert service name] site to:

- Inform workers and visitors of [insert service name] commitment to the workplace tobacco management policy and
- Clearly identify the designated smoking area/s and who they are for (if provided)

3.5 WORKER COMPLIANCE

Workers will be informed of the Workplace Tobacco Management Policy through internal communication channels and a copy of the policy will be given to all new workers when they start their employment.

Worker adherence to this policy is a condition of employment. Manager(s) are responsible for ensuring that all workers are aware of and comply with this Workplace Tobacco Management Policy. Manager(s) are responsible to:

- Encourage workers who do not wish to stop smoking to consider using NRT to manage their tobacco consumption whilst at work
- Remind any workers breaching the policy of the conditions of the policy and request they comply
- Enact other disciplinary procedures as required

3.6 CLIENT / CONSUMER AND VISITOR COMPLIANCE

All clients / consumers and visitors are expected to comply with the Workplace Tobacco Management Policy. Measures to assist in achieving this include:

- Provision of clear and appropriate signage
- All workers have the responsibility to inform and remind clients / consumers and visitors of the policy and seek their compliance
- Visitors should be asked to extinguish their cigarette [add a following statement if providing a designated smoking area 'or to move to an approved designated outdoor smoking area']
- Anyone not complying with the policy will be politely requested to stop smoking and reminded of [insert service name]' s Workplace Tobacco Management Policy or requested to move to the designated smoking area (if provided). Exceptions to this may include:
 - If workers have reason to believe that a person may pose a significant risk and fear for their safety
 - In the case of a visitor who shows marked agitation and where workers have reason to believe that requesting compliance may cause undue distress or harm

3.7 WORKPLACE TOBACCO MANAGEMENT SUPPORT AND ACCESS TO NICOTINE REPLACEMENT THERAPY (NRT)

Workers will be supported to manage their nicotine dependence whilst at work in order to assist them to comply with the Workplace Tobacco Management Policy. Workers who wish to stop or reduce smoking will be supported by [insert service name] to attend a recognised smoking cessation program. Leave to attend such programs should be negotiated with their manager.

Workers of [insert service name] can access NRT to assist them to manage their tobacco consumption whilst at work.

4. Policy and Legislative Context

Tobacco management is a priority in a range of ACT and national policy documents including the National Partnership Agreement on Preventive Health. This has been enacted by the ACT and Federal Governments through Work Health and Safety legislation that creates a legal duty of care requirement for services to provide smokefree work environments. For more information see:

[ACT Health Smoke-free Workplace Policy 2009](#)

[Smoke-free Public Places Act 2003](#)

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulations 2011](#) (Commonwealth)

[ACT Workers Compensation Act 1951](#)

[ACT Work Health and safety Act 2011](#)

Version 1, 2013