

WHS1.2 Smoke Free Environment

Purpose

1. To provide guidelines for all employees, volunteers and participants regarding smoking, vaping and e-cigarettes in the workplace.

Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

Legislative Alignment

1. Work Health and Safety Act 2011 (Cth)

Key Responsible Executive

Chief Executive Officer

For More Support

Your People Manager

Policy Statement

1. SAVVY strives to provide all people (including employees, volunteers and participants) with a safe environment where smoking, vaping and e-cigarettes prohibited in the workplace.

Procedures

1. Employees, Volunteers Contractors, and Suppliers
 - a. SAVVY prohibits smoking, vaping and the use of e-cigarettes in buildings and vehicles owned or leased by the agency. Employees wishing to smoke, vape or use e-cigarettes do so in dedicated areas outside buildings and away from public thoroughfares or employee recreational areas.
 - b. It is illegal for anyone, regardless of the ownership of the vehicle, to smoke, vape or use e-cigarettes in a car when a child is present.
 - c. Employees, Volunteers Contractors, and Suppliers are not to smell of smoke nor their vehicle delivering a service to a participant

2. Participants

- a. Genuine work health and safety requirements and management of hazards, such as smoking, vaping or using e-cigarettes, take priority over participant rights. Participants who smoke, vape or use e-cigarettes do so outside SAVVY buildings and away from public thoroughfares or employee recreational areas.
- b. Where a service is provided in a participant's home this is considered the employee's workplace and the employee has the right to a smoke-free environment.
- c. Participants are requested to refrain from smoking, vaping or using e-cigarettes inside the home while the SAVVY employee or volunteer is present. They are asked to smoke or vape outside the home during this period.
- d. If they refuse and smoke, vape or use e-cigarettes inside, then SAVVY employees and volunteers wait outside until the smoke has cleared.
- e. Employees have the right to refuse service if participants do not cooperate with these requests.

References to other SAVVY policies and external sources

1. WHS 1.1 Work Health and Safety
2. WHS 2.1 Working Safely with Participants
3. HR 4.1 Workplace Conduct
4. HR 4.2 Code of Conduct

Summary of attachments

1. Nil

Version Control

1. 1 April 2023 - New Policy Creation