

Non-Smoking Policy and Procedure

1.0 Purpose

The purpose of this policy is to ensure all participants, staff, visitors, and stakeholders experience a safe, healthy, and smoke-free environment when engaging with SilaCa Tasmania Pty Ltd. This policy safeguards the wellbeing, dignity, and rights of participants and supports the creation of a culture that reduces exposure to tobacco smoke and supports individuals who wish to quit smoking.

The organisation acknowledges the serious health risks associated with smoking and second-hand smoke and aims to reduce those risks within all operational environments. This policy contributes to a healthier workplace culture, enhances the quality of care delivered to participants, and ensures that support is provided in line with organisational values.

2.0 Scope

The policy applies to all staff, participants, visitors, and stakeholders at SilaCa Tasmania Pty Ltd. It prohibits smoking in all company-operated spaces and promotes a smoke-free environment to protect health and wellbeing.

3.0 Policy

SilaCa Tasmania Pty Ltd is committed to maintaining a smoke-free environment in alignment with the NDIS Practice Standards, the NDIS Code of Conduct, and relevant state and territory smoking legislation. This includes Work Health and Safety (WHS) obligations to provide an environment free from avoidable risks, including those caused by tobacco smoke.

To achieve this, the following principles will apply:

- Smoking is not permitted in any organisational buildings, vehicles, or participant homes during service delivery. Smoking is also prohibited in community settings while representing SilaCa Tasmania Pty Ltd
- Staff must not smoke:
 - Before entering a participant's environment, including homes or vehicles
 - In the presence of participants, whether indoors or outdoors
 - During any activity or outing with a participant
 - While wearing SilaCa Tasmania Pty Ltd identification, uniforms, or while on duty
- Participants must not smoke:
 - In a car where staff are present
 - In their home or shared living space when staff are providing support

- Participants will be supported to reduce or quit smoking if they express a desire to do so. Staff may provide information about smoking cessation programs and resources in a respectful and non-coercive manner
- SilaCa Tasmania Pty Ltd recognises that smoking may have cultural and social significance for some participants, including Aboriginal and Torres Strait Islander communities. Support provided will be culturally safe and respectful, and staff will receive appropriate training in this regard.
- Smoking is strictly prohibited within:
 - Enclosed workplaces
 - Public or organisational vehicles
 - Areas within prescribed distances of public facilities such as schools, health services, public transport waiting areas, playgrounds, sporting venues during underage events, and government buildings
- Smoking is also not permitted at any time on organisational property, including external areas, to protect non-smokers from passive smoke exposure
- This policy does not prohibit individuals from smoking entirely but places reasonable limits on where and when smoking may occur to ensure the health and safety of all people connected with SilaCa Tasmania Pty Ltd
- Managers are responsible for ensuring staff are trained in this policy and understand their responsibilities. Any breach of this policy may result in disciplinary action
- Participants will receive clear information on the organisation's position regarding smoking, their rights to a smoke-free environment, and how to access support if they wish to reduce or cease smoking

This policy reflects the organisation's commitment to health, dignity, and participant safeguarding and supports a consistent, fair, and respectful approach to smoking across all settings in which services are delivered.

4.0 Definitions

Term	Description
Passive smoking	Passive smoking inhales second-hand tobacco smoke, a combination of side-stream smoke from a burning cigarette and mainstream smoke exhaled by a smoker.
Smoke	Smoke means to smoke, hold, or otherwise have control over an ignited tobacco product.
Smoke-free	Smoke-free means that no smoking is permitted.

Term	Description
Smoking products	Smoking products include tobacco products, herbal cigarettes, loose smoking blends, personal vaporisers (<u>electronic or e-cigarettes</u> , e-cigars, vape pens), personal vaporiser-related products (e-liquids and e-cigarette parts), and smoking-related products or packages or cartons of these items.

5.0 Procedures

During the initial participant assessment, the designated staff member will explain to the prospective participant that they are not to smoke whilst staff provide a service to them

- Staff who find that the participants are smoking should inform their supervisor
- Supervisors will contact the participant and remind them of their safe obligations to the staff member
- Staff are to notify the Manager if they feel participants may be at risk of burning themselves or their home. (e.g., falling asleep with a cigarette, etc)
- Staff must not smell second-hand smoke upon the arrival of their shift. Participants have the right to complain if this occurs. Management will contact the staff member to discuss the issue and advise them not to smoke before the commencement of the shift. Manager may escalate this discussion if the staff member continues to smell smoke before supporting participants (refer to Human Resource Management Policy and Procedure)
- Staff must not smoke during their work with the participant, including transporting, visiting community sites, shopping and any outside activity

If a staff member breaches the Non-Smoking Policy, including arriving to shifts smelling of smoke or smoking while with participants, the following disciplinary steps will apply:

1. Verbal warning and education on the policy
2. Written warning if the behaviour is repeated
3. Termination of employment if non-compliance continues, in accordance with the Human Resource Management Policy and Procedure

Any incidents or breaches of this policy will be reviewed and incorporated into the organisation's continuous improvement processes. Lessons learned from incidents will inform policy updates, staff training, and service delivery improvements to enhance participant safety and wellbeing

6.0 Related Documents

- Participant Handbook
- Participant Information in Easy English
- Staff Handbook
- Human Resource Management Policy and Procedure
- Risk Management Policy and Procedure
- Code of Conduct Agreement

7.0 References

- NDIS Practice Standards and Quality Indicators 2021
- Work Health and Safety Act 2011
- Safework Australia
- Going Smokefree – A guide to workplaces.
- NDIS (Incident Management and Reportable Incidents) Rules 2018
- NDIS Code of Conduct 2018