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Health



New Start

Smoke-free Workplace Policy

This policy applies to all staff, contractors and visitors to this workplace. The policy is in effect at all times.

Statement

New Start recognises the harmful effects of tobacco smoke. Smoking and passive smoking can cause or contribute to many diseases, including lung cancer, ischemic heart disease, respiratory disease (including asthma) and emphysema.

Research has also found that tobacco smoking contributes to reduced workplace productivity and increased absenteeism.

Smoking anywhere inside a building significantly increases concentrations of tobacco smoke throughout the building, even if the windows are open, fans or filters are installed and doors to the smoking area are closed. Second-hand tobacco smoke contains toxins and carcinogens, and exposure can increase the risk of disease in non-smokers.

In order to ensure the health of staff, contractors and visitors, and to provide a healthy and pleasant working environment, New Start has developed the following smoke-free workplace policy to take effect from February 2018.

Objectives

The objectives of the New Start smoke-free workplace policy are:

- To limit staff, contractors and visitor exposure to environmental tobacco smoke and provide a healthy workplace environment.
- To provide smoking cessation support to staff members. Policy details Smoking of tobacco products (including e-cigarettes) is prohibited in all areas of this workplace with the exception of the designated outdoor smoking area.

Daniel Phillips
Managing Director
Dated February 2018

Policy Details

This policy applies to:

- ALL enclosed places located within the boundary of this workplace.
- ALL outdoor places within the boundary of this workplace.
- ALL vehicles owned or leased by New Start. The following rules also apply:
- Staff are permitted to smoke during authorised breaks only.
- All tobacco products must be disposed of properly in the cigarette bin provided.
- Tobacco products are not to be disposed of in any other area.

Staff members are not permitted to smoke when they are acting in an official capacity off-site.

All staff will be provided with a copy of this smoke-free workplace policy.

Compliance

Managers and supervisors are responsible for ensuring compliance with this smoke-free workplace policy for areas under their personal responsibility. Staff compliance with this policy is a condition of employment. All staff have a responsibility for ensuring visitors are informed of, and comply with, this policy.

Policy review

This smoke-free workplace policy will be reviewed annually. All staff will be given the opportunity to provide feedback to this review