

Smoke-free policy template

<insert organisation name>

<Remove this section once your policy is complete>

The following template is a starting point from which you can create a workplace smoke-free policy. It can be changed to suit your specific needs. Included in each section are prompts to <insert> information. Simply replace the bracketed words with the information requested. Some sections give prompts to **remove/add/delete as applicable**.

After you have developed your policy, it is a good idea to circulate it to workers in different sections of the organisation for feedback. You could do this through your intranet site, email distribution list, by memo or at a staff meeting. Remember to include workers who do not have regular access to internet and email (for example, remote field or maintenance workers). Once the policy is finalised and signed off by senior management, everyone should have access to a copy. The policy should also be included in any induction material that is given to new workers.

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The impact of smoking in the workplace

Smoking is a leading cause of preventable death and disease in Australia. Smoking greatly increases your risk of suffering from potentially deadly conditions, including a range of cancers, heart disease and respiratory illness. Environmental tobacco smoke (passive smoking) can also harm your health.

In Western Australia, the *Tobacco Products Control Act* (2006) and related regulations prevent people from smoking in enclosed public places. The *Occupational Safety and Health Regulations* (1996) prohibit employers, workers and self-employed persons smoking in enclosed workplaces, including in a vehicle. Maintaining a smoke-free work environment is essential to ensuring the health and wellbeing of everyone in the workplace.

Mission statement

<insert organisation name>:

- » Will be smoke-free at all times
- » Will support workers who want to quit
- » Will protect workers and visitors from environmental tobacco smoke (passive smoking)
- » Will inform workers about the health risks associated with smoking

Objectives and strategies

<insert organisation name> will: remove/add/delete as applicable

Eliminate/minimise smoking and passive smoking in the workplace by:

- » Ensuring all workers and visitors are aware of the smoke-free policy
- » Marking the workplace with smoke-free signs
- » Ensuring that the smoke-free policy is included in other relevant policies e.g. motor vehicle and recruitment policies
- » Ensuring that all work-related events (both on and off site) are non-smoking events
- » Asking workers not to smoke while wearing any form of company uniform
- » Providing support to workers wanting to quit smoking, where possible; this may include providing subsidised or free quit smoking programs or subsidised nicotine replacement therapy

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Increase knowledge and awareness among workers of the health risks of smoking by:

- » Providing information (posters and brochures) within the workplace. For a range of quit smoking resources, visit www.quit.org.au
- » Promoting quit smoking tools such as Fresh Start smoking cessation courses and Quitline through email reminders and company newsletters

Scope and responsibilities

This policy applies to all workers at and visitors to <insert organisation name>.

Workers are required to:

- » Understand and comply with this policy at all times while in the workplace or representing <insert organisation name>
- » Ensure their visitors are aware of the policy
- » Inform management if they believe the policy has not been upheld

Management are responsible for:

- » Making sure all workers and visitors are made aware of this policy
- » Encouraging a workplace culture that supports workers who want to quit smoking
- » Managing the implementation and review of this policy

Communication

<insert organisation name> will ensure that:

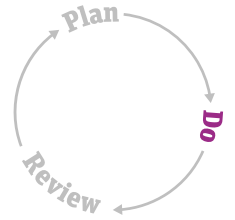
- » The policy is communicated within the job application process
- » All workers receive a copy of this policy during the induction process
- » This policy is easily accessible to all members of the organisation
- » Workers are informed when a particular activity aligns with this policy
- » Workers have the power to actively contribute to and provide feedback on this policy
- » Workers are notified of all changes to this policy
- » Successes are celebrated within the workplace

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Monitoring and review

This policy will be reviewed six months from implementation and then once a year. <insert committee/role> is responsible for reviewing this policy. This process will involve:

- » Assessing progress and seeing if objectives have been met
- » Providing workers with the opportunity to give feedback
- » Considering all feedback and suggestions and making changes as required
- » Communicating the reviewed policy to workers

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A joint Australian, State and Territory Government initiative under the National Partnership Agreement on Preventive Health.