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DECD SMOKE-FREE POLICY

This policy is applicable to all DECD workers, children and young people, visitors, contractors and other persons entering, or using DECD premises or involved in DECD activity.

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REVISION RECORD

Date	Version	Revision description
January 2012	1.0	New Policy
January 2012	1.1	Minor updates
June 2012	1.2	Consultation update

1. TITLE

DECD Smoke-free Policy.

2. POLICY STATEMENT

This document directs all Department for Education and Child Development (DECD) workers to implement the DECD Smoke-free Policy. The policy aim is to protect the health of all persons entering a DECD workplace or engaged in a DECD activity by prohibiting smoking.

3. PURPOSE

- > The Chief Executive has a duty of care under the Occupational Health, Safety and Welfare Act 1986 to provide safe systems of work and a healthy working environment for all workers;
- > The department recognises active and passive smoking is a health risk. All persons in a DECD workplace or involved in a DECD activity should be protected from the involuntary inhalation of tobacco smoke.

This policy is consistent with:

- > Occupational Health, Safety and Welfare Act 1986;
- > Tobacco Products Regulation Act 1997;
- > South Australian Tobacco Control Strategy 2011-2016;
- > South Australia's Strategic Plan 2004 – 2014;
- > National Tobacco Strategy 2004-2009;
- > DECD Strategic Plan 2012 -2014.

4. SCOPE

The DECD Smoke-free Policy applies to all persons entering or using DECD premises or involved in a DECD activity, including all DECD workers and others.

5. OBJECTIVE

The objective of the DECD Smoke-free Policy is to:

- > Protect the health of DECD workers and others from the impact of passive smoking;
- > Provide a clear message to the community that DECD is committed to reducing harm caused by tobacco smoking.

6. POLICY DETAILS

Smoking is prohibited at all DECD workplaces and activities. All new DECD contracts (eg lease agreements and contractor service provision agreements) will stipulate the DECD smoke free policy is to be followed.

The mandatory guidelines for all DECD workplaces and activities are as follows:

- > Clear and consistent signage is to be displayed prominently on and in all DECD premises, including the boundaries of premises, and must state clearly that smoking is not permitted (see examples at Appendix 1 and Appendix 2);
- > All contracts that engage the work of contractors, including lease agreements for services, will stipulate that smoking is prohibited and is a condition of the agreement;
- > Workers who wish to smoke at work are able to do so only during their own time or during a recognised rest break, and smoking must occur off DECD premises;
- > Workers should request others not to smoke on the premises when making home visits. Workers should choose to leave the home if smoking continues and may make alternative arrangements for the provision of services;
- > Workers are not to smoke during their work hours in the presence of clients when representing their employer in a public or educational role, whether on or off duty on any DECD premises;
- > Where DECD provides accommodation for workers that is not a DECD property, workers are prohibited from smoking inside the property and it is preferable that they do not smoke within 10 metres of entrances, exits and ventilation points.

Support for Workers

- > DECD encourages workers and others wanting to quit smoking to contact Quit SA on 137848 or [Quit SA website](#)
- > Workers may also access counselling through DECD Employee Assistance program (EAP) for support.

Compliance

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of both tobacco-users and non-users. Everyone in DECD workplaces or engaged in work activities shares in the responsibility for adhering to and enforcing this policy.

Where appropriate, DECD workers should inform everyone of this policy through education and support. Breaches of the policy should be handled in a non-confrontational manner to achieve compliance with smoking restrictions and should avoid any situation where there is risk of violence or injury.

Workers who breach the policy are to be counselled by Site Leaders / delegate or Managers, giving them a clear explanation of the policy. If there is a further breach of the policy by a worker, formal disciplinary action may be taken by the Site Leader / delegate or Manager in line with relevant DECD procedures.

Others who breach the policy will be made aware of the policy and asked to extinguish their tobacco product or leave the premises to smoke. If the breach continues, the person may be asked to leave the premises and the breach reported to a Site Leader, Manager,

security worker or authorised officer. A subsequent breach by a contractor is to be reported by the Site Manager to the contractor's management. Cancellation of the contract may be a consequence of the breach of policy.

Crisis Situations

DECD recognise that discretion is required when enforcing the policy for visitors in distress.

If smoking takes place on DECD premises by visitors who are highly distressed, it is recommended workers apply the policy in a flexible way that does not add further distress to the situation or places workers in danger of assault.

Communication

This policy is to be communicated to DECD workers and others at induction, and when a policy update has occurred. Information on the policy and smoking cessation must be available to all workers. Local communication systems, such as noticeboards, and websites may be used to promote the policy and programs available.

7. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
The Chief Executive, Department for Education and Child Development	<p>The Chief Executive, Department for Education and Child Development, has ultimate responsibility for the effective implementation of this policy. As far as is reasonably practicable, the Chief Executive must ensure:</p> <ul style="list-style-type: none"> > all levels of management are aware of their responsibilities in relation to maintaining a smoke-free workplace; > all workers and others are advised of their responsibilities in relation to this policy.
Deputy Chief Executive, Executive Directors, Corporate and Regional Directors, Assistant Regional Directors, Managers, Team Leaders and Supervisors	<p>Deputy Chief Executive, Executive Directors, Corporate and Regional Directors, Assistant Regional Directors, Managers, Team Leaders and Supervisors have direct responsibility for:</p> <ul style="list-style-type: none"> > implementing the policy's strategies > consulting with workers and others; > monitoring workers to ensure compliance with this policy; > ensuring workers are advised about the policy, supports available for smoking

	cessation, and penalties that may be applied for breaches.
Workers	<p>Workers are responsible for:</p> <ul style="list-style-type: none"> > participating in the implementation of this policy; > complying with this policy and any local established procedures; > informing all those entering DECD workplace or participating in a DECD activity of the policy where appropriate; > protecting their own health and safety at work and the health and safety of any other person; > ensuring that a cigarette break is taken in the employee's own time i.e., they are not paid breaks; > extinguishing their cigarettes before they arrive at a DECD workplace or activity and reducing environmental waste and cleaning costs by not littering.

8. MONITORING, EVALUATION AND REVIEW

DECD Health & Safety Services has responsibility for evaluating the performance of the policy, including implementation and impact of the policy components. After 12 months of implementing this policy the Executive Director, Human Resources and Workforce Development will conduct a survey to assist corporate and regional offices, and sites undertake evaluation of the policy.

Grievances about the policy will be addressed in line with DECD Complaint Resolution Procedures.

9. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
DECD Activity	Any program, curriculum or activity that involves workers or others in carrying-out a function for DECD
DECD workplace	All facilities and property, including land, buildings, structures, outside areas whether owned, rented, or leased by DECD, and all vehicles owned, leased, rented, contracted for, or controlled by DECD used for transporting others.
Worker	Any person employed by DECD as full or

	part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by DECD. It also includes volunteers, and those working on behalf of DECD.
Enclosed	A structure that is fully enclosed or partially enclosed by a ceiling/roof and walls such that the combined area of the ceiling (includes shade sails and umbrellas) and wall surface exceeds 70% of the total ceiling/wall area. An area without a ceiling/roof will not be considered enclosed. Smoking is banned in all enclosed public places and workplaces under the Tobacco Products Regulation Act 1997.
Others	Students, young people, clients, volunteers, contractors, researchers, school community, visitors.
Passive smoking	The inhalation of second hand tobacco smoke, which is a combination of side-stream smoke from a burning cigarette and mainstream smoke exhaled by a smoker.
Second hand smoke	The byproduct of cigarette, cigar or pipe smoking which occurs when tobacco burns or when smokers exhale. Second hand smoke is composed of two types of smoke. The first is called side-stream smoke, which is the smoke released from the burning end of a cigarette or cigar, or from tobacco burning in the bowl of a pipe. The second is called mainstream smoke, which is exhaled by a smoker.
Signage	Signs declaring that all DECD premises are tobacco-free.
Smoke	To inhale the by-product of a burning tobacco product, hold, or otherwise have control over, an ignited tobacco product.
Smoke-free	Smoking is not permitted on the premises.
Student	Any person enrolled in DECD educational system.
Tobacco product	A cigarette, cigar, and cigarette or pipe tobacco.

10. ASSOCIATED DOCUMENTS

- > Complaint Resolution for Employees;
- > DECD Complaint Resolution for Employees;
- > Guide to Resolving Grievances and Complaints for DECD Employees.

11. REFERENCES

- > Occupational Health, Safety and Welfare Act 1986;
- > Tobacco Products Regulation Act 1997;
- > South Australian Tobacco Control Strategy 2011-2016;
- > South Australia's Strategic Plan 2004 – 2014;
- > National Tobacco Strategy 2004-2009.

NO SMOKING



This is a smoke-free site



13. APPENDIX 2



NO SMOKING

This is a smoke-free site

