

DATED

May 2016

TUTAKI YOUTH INCORPORATED

SMOKEFREE POLICY

Tūtaki Youth Inc. Trust

POLICY: SMOKEFREE

Date First Issued:	May 2016
Review Dates:	Not applicable
Next Review Date:	May 2018
Responsibility:	General Manager and Tūtaki Youth Inc. Board
Authorised By:	Tūtaki Youth Inc. Board
Version:	1
Pages:	

1. Purpose

The purpose of this policy is to outline the expectations of Tūtaki Youth Inc. regarding the promotion and encouragement of a smoke free environment and smoke free workforce.

The policy also ensures that Tūtaki Youth Inc. is compliant with the Smoke-free Environments Act 1990 and Amendments 2003 and the Health and Safety in Employment Act (HSEA) 1992 and Amendments 2002.

2. Policy Scope

This policy is applicable to all governors, employees and visitors, including:

- Current and prospective staff (including volunteers)
- Service users
- Visitors, family/whanau to the Tūtaki premises

The Smokefree Environment component of this policy includes all buildings, grounds, social venues and vehicles owned or occupied by Tūtaki Youth Inc.

3. Policy Statements

As part of its wider role in promoting health and wellbeing, Tūtaki Youth Inc. has a responsibility to encourage and support clients, staff and their families/whanau to become smokefree. Tūtaki Youth Inc. is required to ensure that no person smokes at any time while they are working to keep employees and visitors to the premises free from the health risks of smoking.

3.1. Smokefree Environment

- 3.1.1. All Tūtaki Youth Inc. sites are Smokefree. Smoking is not permitted inside and around affiliated buildings, vehicles and offices. This includes any buildings leased by Tūtaki Youth Inc.

- 3.1.2. Staff, clients and visitors may not smoke in external areas on any site owned by the Tūtaki Youth Inc. or controlled by them under a lease arrangement. They must leave the site if they wish to smoke. On-site includes boundary fences, gardens and entrances to sites (*or designated area assigned*).
- 3.1.3. Staff who wish to smoke off –site should not be identifiable as staff of Tūtaki Youth Inc. by their uniforms or name tags. If staff wish to smoke during work time, it will only be during scheduled breaks (morning tea, lunch and afternoon tea).
- 3.1.4. As Tūtaki Youth Inc. staff support clients in their own homes and the community, staff must endeavour to minimise their own risk to second-hand tobacco smoke in these settings.

3.2. Promoting a Smokefree Environment

- 3.2.1. It is the responsibility of all staff to inform staff, clients and visitors who are found to be smoking on-site that Tūtaki Youth Inc. is Smokefree and that people who smoke must go off-site to smoke.
- 3.2.2. Staff that are responsible for client care are also encouraged to discuss the Smokefree Policy with clients and their families/whanau upon presentation to the Tūtaki Youth Inc. centre.
- 3.2.3. Tūtaki Youth Inc. prohibits any use of cigarettes as behavioural tools including building rapport with service users and de-escalating or managing critical incidents.
- 3.2.4. Staff must not smoke when working with service users. This includes within the service user's home, a vehicle used for work purposes and when undertaking community activities.
- 3.2.5. This Smokefree policy will be clearly displayed and available to all.
- 3.2.6. Smokefree signs will always be clearly visible in the workplace.

3.3. Hazard Identification

In order to best manage workplace health and safety, smoking is an identified hazard on the *Hazard Register (if appropriate)*. If you experience any negative effects, please complete an *Incident Accident & Complaint form (or equivalent)* to ensure that this is investigated.

3.4. Staff Non- compliance

Repeated breaches of the policy section on Smokefree Environments will be considered misconduct and will be dealt with in accordance Tūtaki Staff Code of Conduct.

3.5. Complaints Procedure

Individuals who believe, on reasonable grounds, that there has been a failure to comply with the purpose of the policy, should forward their complaint, in writing, to

the Manager of Tūtaki Youth Inc. Responses to the complaint are to be made within 7 working days after receipt of the complaint.

3.6. Smokefree

Tūtaki Youth Inc. is committed to the development and/or improvement of the systems around becoming Smokefree (supporting clients and staff who smoke or are exposed to second-hand smoke in the home). This includes:

3.6.1. Promoting a Smokefree environment, and support and facilitating clients to become smoke free, when they are ready to do.

3.7. Smokefree Education and Support

Staff who smoke will also be encouraged and supported to quit smoking and will be allowed reasonable time out of work to attend smoking cessation advice sessions.

4. Further Information

Smoke free Environments Act 1990 and amendments 2003

Health and Safety in Employment Act 1992 and amendments 2002

MOH Strategy – New Zealand Health Strategy 2000

New Zealand Smoking Cessation Guidelines 2007