

GALLOPING GUMNUT MOBILE CHILDREN'S SERVICES VAN INC

NO SMOKING POLICY

STATEMENT:

Galloping Gumnut is obliged, by the Children's Services Regulations 2004, to ensure that no tobacco or any other substance is smoked on any part of the premises of the service at any time when the service is being provided to children and that all practicable steps are taken to ensure that no tobacco is smoked on any part of the premises that is indoors at any other time.

The Occupational Health and Safety Act 2000 also outlines the responsibilities of employers to provide a safe workplace for both workers and other people. Highlighted risks of smoking in the workplace include:

1. "Passive smoking" refers to the inhalation of environmental tobacco smoke (ETS).
2. ETS is an irritant to the eyes, the respiratory tract and to many people it has an offensive odour. It increases the chance of contracting or aggravating a range of illnesses including:
 - * cardio-vascular disease
 - * lung cancer
 - * asthma, and
 - * bronchitis, pneumonia and other chest illnesses in children.

OBJECTIVE:

To provide a healthy smoke free environment for both workers and other people.

IMPLEMENTATION:

Staff, Volunteers, Students, Parents, Visitors

- All new employees shall be advised when applying for a job that our workplace has a non-smoking policy.
- No staff, volunteer, student, parent or visitor is to smoke during session times or within the service vehicle or within the service grounds.
- Should staff wish to receive professional advice about coping without cigarettes and quitting smoking then it is available through www.smokinghelpline.com.au or through their local G.P.
- Staff cannot be disciplined when they smoke away from the workplace or during their own time off the premises.
- Staff who fail to consider the safety of others at work by not complying with the non-smoking policy may be personally liable to a fine of up to \$3,300 under Section 20 of the Occupational Health and Safety Act 2000.
- Staff who choose to smoke during work hours will be subject to disciplinary action, as per their relevant Award.

PROCEDURES

- ✓ All internal and external areas will be clearly sign posted with non-smoking signs.
- ✓ Non-smoking stickers will be placed inside Truck cab.
- ✓ Non-smoking signs will be posted up at all venues.
- ✓ Non-smoking Policy will be posted up next to First Aid Kit in office area.
- ✓ Policies will be available to parents, visitors, volunteers and staff in all Policy Folders.

Office Premises

- In compliance with the Non-Smoking Policy implemented by W Dick & Co, smoking is prohibited within the premises at 131 Mort Street, Lithgow.
- Staff are required to not smoke in, or outside, the office premises at any time.
- Galloping Gumnut premises are regarded as the office space, all storage areas, carport, general car park and in personal vehicles parked on the premises.

Vehicle

- Smoking is strictly prohibited in the work vehicle.

Sessions

- No smoking shall be allowed by any persons in the building or grounds used by Galloping Gumnut.
- All parents, caregivers and visitors will be advised of our No Smoking Policy by way of notices displayed, Policy Folder displayed, and by staff members verbally reminding parents, etc, or our policy.
- Staff will endeavour to educate parents/caregivers of the dangers of Smoking and Passive Smoking and offer assistance in finding out about 'Quit Smoking Programs', if requested by parent.

RELATED DOCUMENTS:

- Occupational Health and Safety Act 2000
- Children's Services Regulations 2004
- Health & Safety in Children's Centres Model Policies and Procedures
- Office of Industrial Relations
- W Dick & Co – Notice of Non-Smoking