

Smoke-free workplace policy

HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.

HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.

Purpose

This policy will provide guidelines to:

- Minimise the exposure of staff, contractors, volunteers, children and families to the hazards of tobacco smoke.
- Promote an environment that is safe and health for children, staff and visitors.
- Provide a positive example to children.
- Demonstrate that HDKA promotes good health habits, protects the health of children, staff and visitors and works to reduce the risk of fire.

Values

HDKA is committed to:

- Protecting the health and safety of all its staff, children and families by providing a smoke-free work environment.
- Promoting healthy lifestyles for all staff, children and families.

Scope

This policy applies to members of the Management Team, Nominated Supervisor, Certified Supervisor, educators, staff, students, volunteers and contractors involved in the programs and activities of services administered by HDKA.

Background

Tobacco smoking is the leading cause of preventable disease and death in Australia. Workplace exposure to passive smoking is a significant workplace hazard. Exposure to passive smoking can produce symptoms of ill health, particularly for people with pre-existing medical conditions such as respiratory or cardiovascular conditions. There is no recognised safe level of tobacco smoke exposure.

Under the Work Health and Safety Act 2012 Horsham and District Kindergarten Association has a legal commitment to provide a safe and healthy workplace for all employees, visitors and children.

Under the Tobacco Products Regulation Act 1997 smoking is prohibited in all enclosed workplaces and some unenclosed areas.

It is clear that community values and public opinion support the elimination of any exposure to passive smoking. Additionally given the litigious nature existing today it is part of risk management practice to reduce as far as possible exposure of employees to any passive smoke health risk

Legislation

- *Smoke-free environments Act 1990*

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Policy

1. No area within any kindergarten property shall be available for smoking.
2. No staff member shall smoke within view of children entering, attending or exiting the kindergarten.
3. Any individual or group wishing to hire the kindergarten grounds or buildings shall be informed of the smokefree conditions.
4. All staff and parents shall respect the kindergarten's smokefree policy when on excursions. No staff or parent shall smoke within the view of the children.
5. Complaints in relation to this policy shall be made in accordance with the *Smoke-Free Environments Act 1990* and directed to the Executive Officer.

Procedure

- All staff and members of each kindergarten community will be informed that each HDKA kindergarten is a smoke-free environment.
- If staff, students, volunteers or contractors do smoke it is requested that this is done discretely and not within 25 metres of any HDKA building, vehicle or event.
- HDKA encourages and supports staff who smoke to quit. Staff who would like assistance in quitting are encouraged to contact the Quitline on 131 848 or at <http://www.quitnow.gov.au/>

Service policies

- *Code of conduct*
- *Occupational Health and Safety*