



# **Smoking and Vaping Policies & Procedures**

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# SMOKING AND VAPING

123 Support Services recognises the health and safety requirements regarding smoking/vaping in workplaces which includes, in a service like ours, other people's homes.

To ensure no-one is harmed by smoke or vapour:

- Smoking/vaping is not to occur any less than five metres from any doorways or open windows. This includes all vehicles
- Smoking/vaping is to be out of sight of people being supported, other employees and the public
- Smoking/vaping must not occur in groups. Staff must smoke/vape alone and one at a time

At all shared homes the official designated smoking/vaping area is the only place for this to occur. The designated areas are decided by the Direct Service Team. These areas:

- Will be separate to the usual outdoor, sit-down area used for staff breaks and socialising with the people being supported. These areas must never be used for smoking/vaping
- Will have an approved cigarette butt container that is not to be moved from the smoking area for any reason. The butt container will be cleared and cleaned every week

Staff are to be mindful of co-workers who are non-smokers when deciding how often to take a smoking/vaping break and how long to be away.

Ensure the people being supported and other staff know you are stepping out for a break. Choose a time that is comfortable for all team members and workloads.

The following is a guide for the maximum number of breaks. This is in line with expected breaks for non-smoking/vaping employees:

- 3 Hour shift – one break
- 5 Hour shift – two breaks
- 8 Hour shift – three breaks

Support provided in private homes must always be in a smoke/vapour free environment. If this isn't possible:

- After a gentle reminder and conversation with the person being supported, staff are to leave the area immediately until any cigarette smoke or vapour has completely cleared
- Staff should wait outside or in their vehicle until the environment is clear
- The Service Coordinator must be notified if staff have found it necessary to leave the area and details noted in the comments section of shift reports

If a support worker thinks that a person is at risk from being under the influence of drugs and/or alcohol and it is making the support provision difficult they should report it to their Service Coordinator.

Any complaints about smoking/vaping from people being supported, their families, the public or other support workers will be dealt with in accordance with the procedure for complaints and disciplinary processes. Repeated breaches could result in dismissal.

Smokers/vapers need to be aware that it is only a matter of time before 123 Support Services will have to make, in line with work health and safety requirements, all of its work locations smoking/vaping free.

## **Further Advice or Assistance**

Further advice and information can be obtained from the:

» 123 Support Services' Complaints Handling Officer:

- by phoning: 07 4361 6848;
- by emailing: [admin@123supports.com](mailto:admin@123supports.com)

## **Effectiveness and Review**

The Director will review this Policy and Procedures document each 12 months on the anniversary of its approval.