



SMOKING POLICY AND PROCEDURES

Policy Number:		Version:	2
Drafted by:	Strategic Finance Executive	Board approval on:	February 2023
Responsible Person:	Strategic Finance Executive	Scheduled Review Date:	February 2024

INTRODUCTION

Big Yellow Umbrella has a responsibility for the safety and wellbeing of all staff, volunteers, clients, and children who participate in the programs offered by Big Yellow Umbrella.

This Policy and Procedure aims to support and comply with the Camden Council's Smoking Policy as well as the requirements of the Smoke-free Environment Act 2000.

PURPOSE

The purpose of this policy is to recognize that Big Yellow Umbrella has a role to play in:

- The improvement of the health of community members.
- The improvement of public amenities and maintenance of Council property.
- Raising community awareness of the issues associated with smoking.
- Providing community leadership in taking measures to protect the health and social wellbeing of the community.
- Minimise cigarette butt pollution on Council owned properties, parks, and other open space areas.
- The promotion of public health outcomes where Council provides assets and services intended to be of a benefit to children and other members of the community.
- Committing to improve the natural environment and the amenity of the local area by reducing the amount of cigarette butt litter found in outdoor spaces.
- Understanding that the damaging effects of passive smoking while well documented in regard to indoor areas is also beginning to emerge in regard to outdoor areas.
- By acknowledging that the indirect effects of people smoking in an outdoor area can result in children playing with and swallowing discarded cigarette butts, cigarette-derived particles accumulating on clothing and skin and smoking can cause sensory irritations such as eye watering, coughing and difficulty in breathing or asthma.

POLICIES

The following policies will come into effect from the date this document is approved.

- Smoking will not be permitted within a 10-metre perimeter of any council owned property. This also includes all properties occupied by Big Yellow Umbrella at Narellan Child, Family and Community Centre, Julia Reserve Oran Park, AB Central Airids, and Yellow Hamper Narellan Library.
- Smoking will not be permitted in any area of the Narellan Health Centre including the car park.
- Smoking will not be permitted in sight of any access way to any building occupied by Big Yellow Umbrella.
- Smoking will not be permitted in sight of any clients, the public or any children.
- Smoking is only permitted in designated smoking areas.
- At Narellan the designated smoking area is located in the rear carpark towards the Elyard Street side.
- Smoking is not permitted in any vehicle owned by Big Yellow Umbrella.

- Staff, students, and volunteers who work with children are not permitted to smoke prior to carrying out their role with such children. This is to lessen the effects of passive smoking.
- Smoking breaks are to be included as part of a staff member's lunch break.

ROLES AND RESPONSIBILITIES

The Chief Operations Manager and the Strategic Finance Executive are responsible for the implementation and monitoring of all aspects of this policy and procedure.

All staff and volunteers are responsible for ensuring they fully comply with this policy and procedure.

PROCEDURES

All staff, students and volunteers are to be made aware of this policy and to adhere to it at all times.

Staff, students, and volunteers are to ensure that clients and visitors who visit offices occupied by Big Yellow Umbrella are aware of this Smoking Policy by:

- Politely explaining that we are a smoke free zone.
- Pointing out the location of designated smoking areas.
- Respectfully requesting that people who have the smell of smoking on their clothes stay away from children.
- Respectfully remind smokers to dispose of any smoking-related rubbish in the appropriate bins.

RELATED DOCUMENTS
Camden Council Outdoor Smoke-Free Policy 4.71
Code of Conduct Policy
Customer Service Policy
iCanQuit Passive Smoking & Secondhand Smoking article
Managing Difficult Behaviours Policy
Risk Management Policy
Safe Work Australia 2012
Smoke-Free Environment Act 2000
Staff Induction Policy
Work Health & Safety Act 2011
Working with Children & Young People Policy
WH&S Policy

AUTHORISATION

The Board of Big Yellow Umbrella has reviewed and approved this policy.

Signature of Board Secretary: _____

Date of approval by the Board: _____

On behalf of the Big Yellow Umbrella