



GBWCT SMOKEFREE POLICY

POLICY STATEMENT

As part of its wider role in promoting health and wellbeing, the Golden Bay Workcentre Trust (GBWCT) has a responsibility to encourage and support clients, staff, and their families/whanau to become smokefree. GBWCT is required to ensure that no person smokes on the premises at any time to keep employees and visitors to GBWCT premises free from the health risks of smoking.

PURPOSE:

The purpose of this policy is to outline GBWCT expectations regarding:

- The health and safety of all individuals within GBWCT premises and environments to:
 1. Enhance the health of employees
 2. Enhance the health of those who access GBWCT services
 3. Promote a smokefree environment
 4. Encourage a smokefree workforce
- Compliance with the Smoke-free Environments Act 1990 and Amendments 2003 and the Health and Safety in Employment Act (HSEA) 1992 and Amendments 2002; and
- Systems to reduce smoking rates among staff and the community, in accordance with the New Zealand Health Strategy.

SCOPE:

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

- Current and prospective staff (including volunteers)
- Students
- Clients
- Tenants
- Visitors, family/whanau to the GBWCT premises

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

POLICY:

Smokefree Environment

All GBWCT sites are Smokefree.

Smoking is not permitted inside and around GBWCT affiliated buildings, vehicles and offices, including in any buildings leased by GBWCT.

Staff, clients and visitors may not smoke in external areas on any site owned by the GBWCT or controlled by them under a lease arrangement. They must only smoke in the Gazebo area designated for smoking by Management.

- This Smokefree policy will be made available to all staff, students, clients, and tenants.
- Smokefree signs will always be clearly visible in the workplace.

Non-compliance

Repeated breaches of the policy section on Smokefree Environments will be considered a breach of employment contract in the case of employees, and a breach of tenancy agreement in the case of tenants.

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 GBWCT. Responses to the complaint are to be made within 7 working days after receipt of the complaint.

Reference Documents

- 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

Staff member.....

Initials.....

Date.....