

Smoke Free Workplace Policy

1. Policy Statement

The management and staff of Kimberley Aboriginal Medical Service (KAMS) are committed to the provision of high-quality health services that improve the wellbeing and health status of individuals and families living in the Kimberley Region. To support health improvement, KAMS has resolved to ensure a safe, smoke free work environment for staff and visitors; support staff who smoke in their attempts to cease; set an example for the wider community; and help others improve tobacco control in the Kimberley.

KAMS Board of Directors resolved on the 24th of September 2007 at their General Meeting in Halls Creek to make all KAMS Administration offices and clinics smoke free environments, commencing the 1st of January 2008.

In Western Australia, the Tobacco Products Control Act 2006 and associated regulations legislate against smoking in enclosed public places, and The Work Health and Safety Act 2020 prohibit employers, employees and self-employed persons smoking in enclosed workplaces.

Work Health and Safety Act 2020 (WA) - Under section 19 – Primary Duty of Care

A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of —

- (a) workers engaged, or caused to be engaged, by the person; and
- (b) workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

Because of the acknowledged health hazards of exposure to Environmental Tobacco Smoke (ETS) and to comply with the legal obligations, KAMS has adopted a smoke-free workplace policy that formalises its commitment to and extends beyond the legislated smoking bans.

2. Procedure

Non-smoking provision

Smoking is prohibited in all indoor areas and within 15 metres of any entrance of any workplace owned or leased by KAMS. Smoking is only permitted in designated smoking areas during award meal breaks and scheduled rest periods. Further, KAMS staff members are not permitted to smoke when they are acting in an official capacity off-site or where they are in KAMS uniform. Smoking is prohibited in all vehicles owned or leased by KAMS.

Signage shall be erected and maintained at all sites and building entrances and in vehicles owned or leased by KAMS to clearly identify areas where smoking is and is not permitted.

Electronic Devices

Electronic devices such as e-cigarettes (also known as vapes) may be harmful to users and to other people exposed to second-hand vapour. This policy therefore also applies to all e-cigarette use. Electronic cigarettes (e-cigarettes) and other personal vaporisers for delivery of nicotine or other substances are not permitted to be used in any of the smoke-free areas referred to in this policy.

This policy is available on LogiQC and the KAMS website. All recruitment advertisements will state that KAMS is a smoke-free organisation.

Staff who do choose to continue smoking should:

- Respect the rights of other organisations and individuals to maintain their own smoke-free areas and
- Consider the effects on the environment of any discarded cigarette butts/disposable vapes.

Information and smoking cessation support

To encourage and assist smokers who are considering smoking cessation, the following support will be provided:

- Materials such as pamphlets, brochures and fact sheets will be available to all staff, contact your local TIS educator for more information.
- Contact your local AMS or GP for a subsidised Nicotine Replacement Therapy.

3.Roles and Responsibilities

All KAMS Board Members and staff have responsibility for abiding by the KAMS Smoke-free Workplace Policy.

The KAMS Management Team has primary responsibility to assist, guide and support in the implementation of KAMS's smoke-free workplace policy. Consultation and review of the policy is via the WHS mechanisms.

Managers and supervisors are responsible for ensuring compliance with this smoke-free workplace policy for areas and personnel under their responsibility.

All staff are responsible for ensuring visitors comply with this policy.

Any staff member or visitor who is in breach of this policy will be requested to stop and be reminded of their responsibilities under this policy.

Staff members who continue to breach this policy will be subject to disciplinary action.

Visitors who refuse to comply with this policy will be asked to leave.

4. Definitions

Enter definitions of terms used in this document to help give the reader context.

TERM	DEFINITION
Environmental Tobacco Smoke (ETS)	Environmental tobacco smoke (ETS) is described as a combination of side stream smoke (smoke from the burning end of a tobacco product) and exhaled mainstream smoke (the smoke breathed out by a smoker). The US Environmental Protection Agency has classified ETS as a proven human carcinogen (cancer causing agent).
Electronic Device	E-cigarettes, or vapes, are devices that heat a liquid to make an aerosol that users breathe in (vaping). Vapes are also called e-cigs, electronic nicotine delivery systems (ENDS), or alternative nicotine delivery systems (ANDS). They are battery operated and come in a range of shapes and sizes. Some look like tobacco products such as cigarettes or cigars. Others resemble everyday items like pens, lipsticks or USBs.

5. Related Documents

[Doc 2331 – KAHPF Smoking Cessation Clinical Protocol](#)

[Doc 512 – Dress Code and Uniform Policy](#)

[Doc 153 - Code of Conduct](#)