



# DUNTROON COMMUNITY CENTRE INC.

## SMOKE-FREE WORK PLACE POLICY

### 1. RATIONALE

Environmental tobacco smoke is a potential health risk, and there is now sufficient evidence that passive smoking (breathing other people's tobacco smoke) increases the risk of heart disease and lung cancer as well as triggering asthma attacks, causing watery eyes, headaches and sore throats (Cancer Council, 1992).

As an employer, the DCC Management Committee has a duty under the Occupational Health and Safety Act to provide a safe working environment and to protect the health of all employees and users of the Centre from illness or injury arising from the workplace. Consequently, in the interests of health and safety of all employees and users, the DCC is a non-smoking workplace.

### 2. STATEMENT

Smoking is prohibited:

- a. inside the building,
- b. in the playground,
- c. on excursions, and
- d. whenever in sight of, or with children.

The smoke-free workplace policy applies to all staff, parents, volunteers and visitors.

Individuals who wish to smoke during working hours must leave the premises during their breaks. Staff must request permission from another staff member to leave the premises during breaks as the staff/child ratio in the Playschool must be maintained at all times.

Job advertisements will state that the DCC is a smoke-free workplace. The Centre display's Non Smoking signs on notice boards. Applications from prospective staff members, who currently smoke and wish to be given support to stop smoking, will be considered by the Management Committee.