

Nunakuwarrin Yunti
of South Australia Inc.



NATIONAL BEST
PRACTICE UNIT

**TACKLING
INDIGENOUS
SMOKING**

Smoke-free Policy

The Aboriginal Golf Club of South Australia

This Smoke-free Policy Template outlines the Aboriginal Golf Club of South Australia's commitments to creating and maintaining a smoke-free organisation.

Smoking greatly increases the risk of developing a range of cancers, heart disease and respiratory illness. Second and third hand smoke (passive smoking) is also a risk to health, and people who do not smoke should be protected from these environmental hazards. Evidence also shows that smoke-free organisations are more supportive for people who are trying to quit.

Legislation and the legal duty of care provide clear reasons for having a smoke-free organisation:

- occupational health and safety laws require employers to protect their staff and any organisation visitors from avoidable health risks such as those posed by passive smoking;
- all states and territories have laws banning smoking in indoor environments including office buildings, shopping malls, schools and cinemas;
- passive smoking may be a health risk in outdoor areas as well as in enclosed indoor spaces. Each state and territory has a different approach for managing smoking in outdoor areas.

More information about your state or territory legislation can be found [here](#).

Implementing a smoke-free organisation policy sends a strong message to all staff, club members and visitors that our organisation is committed to providing a healthy, supportive working environment.

Timing: This policy is effective from 01/04/2023.

Who is affected by the policy: This policy applies to all staff, members, visitors and contracted services of the Aboriginal Golf Club of South Australia.

Our Mission: The Aboriginal Golf Club of South Australia is committed to:

- making our organisation smoke-free;
- supporting workers and members who want to quit smoking;
- protecting workers, members and visitors from second and third hand smoke;
- making workers and members aware of the health risks associated with smoking and the benefits of being smoke free.

Strategies to achieve this:

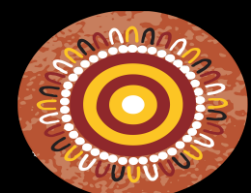
1. Smoke-free areas

All areas of the Aboriginal Golf Club of South Australia will be smoke-free at all times. This includes:

- Within 20 square metres of the first tee;
- Within 100 square metres of presentations hosted by the Aboriginal Golf Club of South Australia;
- Where the Aboriginal Golf Club of South Australia has authority to put up signs.

2. Position on smoking breaks

Staff members and club members are not permitted to smoke on designated areas stated above. Smoking is only allowed during designated breaks, outside of the Aboriginal Golf Club of South Australia grounds. Refer to 'Expectations of staff' for managing breaches of this policy.



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3. Position on smoking in uniform

Smoking in uniform is not permitted. Staff members wishing to smoke during breaks will need to change out of or cover up their uniform first. This includes while on work-related activities or travel outside of the organisation. Refer to 'Expectations of staff' for managing breaches of this policy.

4. Position on electronic cigarettes

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. E-cigarettes are not permitted to be used in any of the smoke-free areas referred to in this policy. Refer to 'Expectations of staff' for managing breaches of this policy.

5. Supporting staff members who smoke

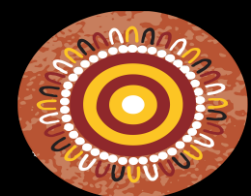
The Aboriginal Golf Club of South Australia will provide support to help club members who smoke adjust to the changes. The Aboriginal Golf Club of South Australia will also provide support to any staff and club member wishing to quit smoking. This includes:

- promoting the Aboriginal Quitline on 13 78 48, for example through email reminders, company newsletters and workplace posters;
- making health information available, for example through engaging the local Tackling Indigenous Smoking (TIS) team (Nunquwarrin Yunti) to provide education sessions, or sharing information on the benefits of being smoke-free via health promotion posters or pamphlets;
- providing access to quit smoking programs and other resources such 'Keep our place a smoke-free space' branded car fresheners, fidget spinners or stress balls;
- celebrating staff smoke-free successes.

Roles and Responsibilities:

6. Expectations of Staff

- This smoke-free policy is an integral part of our existing organisation health and safety policies.
- Staff and club members are expected to understand and comply with this policy while representing the Aboriginal Golf Club of South Australia.
- Staff and club members should also ensure their visitors are aware of the policy.
- Club members should inform management if they believe the policy has not been upheld.
- Complying with this policy is a condition of membership at the Aboriginal Golf Club of South Australia.
- The responsibility for enforcing the policy rests with all president, committee members and staff.
- Any breach of this policy will lead to the normal disciplinary procedures being applied. This will include a warning about breaching the smoke-free policy which may lead to membership termination.
- Any worker who has a grievance relating to this policy should speak to the Health and Safety Officer or appropriate Representative.
- Employees cannot be disciplined for smoking away from the organisation, out of uniform, in their own time.



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7. Expectations of visitors

Visitors are expected to comply with this smoke-free policy. The following five-step non-compliance strategy will be followed if anyone breaches the Aboriginal Golf Club of South Australia's smoke-free policy:

- Assume that the person is unaware of the smoke-free policy.
- A staff member or security staff will approach the person breaching the policy, remind them about the smoke-free policy and politely ask them to refrain from smoking (or direct them to a designated smoking area if one has been established).
- If the person continues smoking in a smoke-free area, they must be made aware that if they don't stop smoking then they will be required to leave the premises.
- If the person continues smoking in the smoke-free area, they will be escorted off the premises by staff and/or a security officer.
- Under no circumstance should Aboriginal Golf Club of South Australia's smoke-free policy be breached.

8. Expectations of management:

- The policy - and any amendment – is clearly communicated to all staff and prospective staff. This includes during the recruitment and induction processes;
- The policy is accessible to all members of the organisation;
- Ensuring anyone else associated with the organisation (including contractors and board members) or visiting the premises are aware that the Aboriginal Golf Club of South Australia is smoke-free and comply with the policy.

Review

This policy will be reviewed six months after implementation then annually. The President of the Aboriginal Golf Club of South Australia is responsible for reviewing this policy to maintain currency. This process should include:

- ensuring that the policy remains in line with relevant legislation;
- seeking feedback from staff and implementing any appropriate suggestions for change;
- assessing policy impact and introducing any actions needed to improve the effectiveness of the policy (e.g. education sessions with staff)

General Manager/HR	CEO:
Signature:	Signature:
Date:	Date:
Date of next review:	



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