

NON-SMOKING POLICY

SCOPE

The policy applies to all staff, committee members, parents and other persons visiting or working at the service.

BACKGROUND AND RELEVANT LEGISLATION

- *Occupational Health and Safety Act 2004 (Vic)*
- *Education and Care Services National Law Act 2010,' clause 167 'Offence relating to protection of children from harm and hazards'*
- *Education and Care Services National Regulations, Reg. 82 'Tobacco, drug and alcohol-free environment'*
- *Tobacco Act 1987 (Vic).*

POLICY STATEMENT

Woodridge Pre-School aims to provide its employees, children and other users of the service with a healthy work environment. The non-smoking policy is an integral part of our health and safety policies. Smoking is therefore not permitted anywhere within the service premises, indoor or outdoor, including playgrounds. Smoking is also not permitted during any activities organised by the service held away from the service premises, where children are present.

PROCEDURES

Display non-smoking signs at the front gate and throughout the workplace.

KEY RESPONSIBILITIES AND AUTHORITIES

The committee is responsible for both the implementation and compliance with this policy.

The employees are responsible for complying with the policy and assisting the committee in its implementation.

RESOURCES AND SUPPORT

For information, advice and support on creating a smoke-free workplace contact:

- Quit Victoria on 13 78 48 or go to www.quit.org.au
- The Department of Human Service's Tobacco Information Line on 1300 136 775 or go to www.health.vic.gov.au/tobaccoreforms/workplaces

EVALUATION

The committee will monitor compliance with the policy and take into consideration feedback on the policy.

AUTHORISATION

This policy was approved in June 2020 by the *Woodridge Pre-School* committee.

REVIEW DATE: JUNE 2023

This policy will be subject to regular review by the committee in consultation with employees (and parents/guardians of students, as appropriate).