



Cook Islands Sports & National Olympic Committee

SMOKEFREE ENVIRONMENT POLICY

1. POLICY

The service will ensure that they provide a smokefree environment and that smokefree lifestyles amongst Staff, clients and their family/whānau are supported.

2. SCOPE OF POLICY

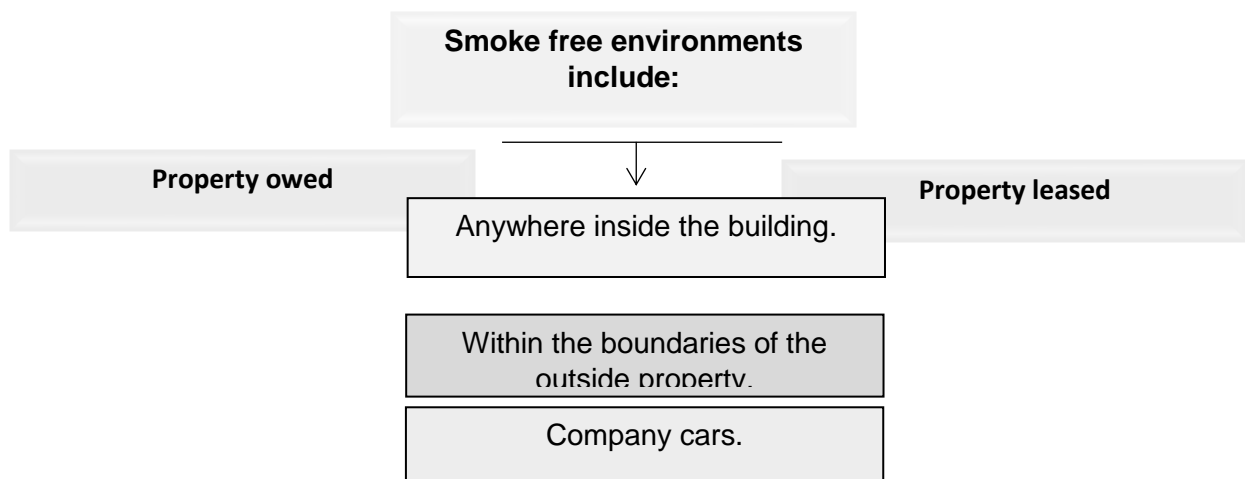
This policy outlines the procedures that ensure Cook Islands Sports & National Olympic Committee is a smoke free work environment. It applies to any person on the services premises or in cars and includes all types of smoking including the use of E-cigarettes.

3. PRINCIPLES

- 3.1. Promote a safe and healthy work environment.
- 3.2. Recognition that tobacco smoking is a major cause of preventable early deaths in New Zealand.

4. PROCEDURES

- 4.1. Signs must be posted clearly designating smoke-free areas.
- 4.2. The reception area and all offices are smoke-free areas.
- 4.3. No smoking is allowed in company vehicles.
- 4.4. Staff may smoke offsite during recognised breaks.
- 4.5. The Secretary General / Chief Executive Officer on request will provide information on smoking cessation programmes.
- 4.6. Staff are responsible for ensuring clients and visitors are informed of and adhere to this Smokefree Workplace policy.
- 4.7. Any breach of the policy by employees may lead to disciplinary action.
- 4.8. Any employee who is concerned that the procedures of this policy are not being observed should discuss this with the Secretary General / Chief Executive Officer and can fill out an incident form. The Secretary General / Chief Executive Officer will investigate the complaint and take steps to rectify any problems.



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Any building or property where services are delivered.

Smoking includes:



Cigarettes

Any form of tobacco.

Any natural or synthetic substance.

E/vapor cigarettes.

Smoking in public

Personnel are not to smoke while exposing organisational identification such as:

- Clothing
- lanyards
- name badges
- in cars that display the organisation's name

Smoking in service users home or community setting

- Personnel are not allowed to smoke at service user's home.
- Personnel must endeavour to minimise their own risk to second-hand smoke in those settings.
- Personnel must not smoke in private cars with service users being a passenger.

Smoking at work

- Personnel are not allowed to smoke at service user's home.
- Personnel must endeavour to minimise their own risk to second-hand smoke in those settings.
- Personnel cannot smoke during work time. If they wish to smoke it will only be during scheduled breaks.

Promoting a smoke-free environment:

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Employees/Personnel	Clients	Building
<ul style="list-style-type: none"> • Include smoke status in the recruitment questionnaire. • Staff are offered smoking cessation support. • Using smokes as a behavioural tool or de-escalation mechanism is prohibited. • It is prohibited to smoke with clients to build rapport. • Three breaches of the smokefree policy is misconduct and will result in disciplinary procedures. 	<ul style="list-style-type: none"> • Clients are referred to smoking cessation support as required. • Clients ongoing breach of the smokefree policy will result in a review of the support offered and will be noted through the adverse event system. 	<ul style="list-style-type: none"> • Visitors, volunteers and contractors are informed of the smokefree status. • Smokefree posters are displayed at the service: <ul style="list-style-type: none"> ○ staff room ○ reception ○ entrance to the building • This policy/procedure will be displayed with the visitors' book. • If smoking occurs in the smoke free area it will be noted on the hazard identification and investigated.

Smoking cessation and support information will be made available to every smoker entering the building by having it on display.

Workforce development and training

- All staff will be made aware of the services Smokefree Environment policy/procedures during their induction process.

Other Relevant Documents

Complaints Procedure

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