

Wellbeing and Smoking Policy and Procedures

Purpose

This document sets out Woden Community Service's (WCS) commitment to the provision of a workplace that encourages and supports the health and wellbeing of all staff.

Scope

This policy applies to all WCS staff, including employees, contractors, volunteers, interns and students on placement. References to staff in this document also apply to all others working within WCS.

This policy applies to all premises controlled by WCS, and visitors to those premises.

Policy

WCS has a responsibility to all staff to provide a workplace that encourages and supports their health and wellbeing. WCS follows all relevant work health and safety requirements, and relevant ACT and Commonwealth legislation and regulation, including the *Smoke Free Public Places Act 2003* (ACT). In addition, WCS provides support for all staff through induction, supervision and performance management, as set out in the Performance and Development Framework and associated policies.

WCS promotes the health and wellbeing of WCS staff by:

- promoting staff social and emotional wellbeing through positive workplace practices, policies and initiatives, such as the Employee Assistance Program (EAP)
- encouraging staff to be physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where relevant and practical)
- promoting healthy eating choices in the workplace by educating staff about healthy eating principles, providing healthy food options and ensuring food is appropriately stored and prepared
- increasing staff awareness around sun protection
- ensuring all staff work in a smoke free workplace environment
- addressing risks around the use of alcohol and other drugs.

Procedures

Social and emotional wellbeing

WCS is committed to promoting the social and emotional wellbeing of its workforce. WCS promotes work practices which support staff to maintain healthy boundaries and a work-life balance. Self-care practices are an important protective factor against chronic stress, burnout and vicarious trauma. WCS encourages staff to manage their self-care before, during and after work.

WCS's Employee Assistance Program (EAP) is available to all staff and provides professional and confidential counselling. Staff are able to access up to four free EAP sessions within a 12 month period for work related, family and personal issues.

Staff can contact the EAP service (Relationships Australia – 1300 857 129) directly, without the involvement or knowledge of WCS. Staff should refer to the EAP brochure for further information.

Physically active

WCS is committed to promoting and improving opportunities for physical activity. WCS recognises that physical activity can improve physical and mental health and overall quality of life. Initiatives may include supporting walking groups or work teams for community based sport such as basketball, netball, and touch football.

Healthy eating choices

WCS understands and recognises the importance of good nutrition and the role it plays in maintaining and improving health and well-being. WCS will, wherever practical, offer healthy food choices at functions and activities, such as foods low in fat or with high fruit/vegetable content.

Sun protection

WCS acknowledges that over-exposure to the sun's potentially harmful ultra violet (UV) radiation can lead to negative long term health effects and takes measures to minimise general UV exposure for staff and service users.

As an organisation that enhances and promotes healthy lifestyles, WCS will model and promote positive sun protective behaviour for our staff, based on the following principles:

- 'No hat no work' for staff who work outdoors.
- Staff who work outdoors to have regular rest breaks on hot days, where possible.
- No excessive outdoor activities to be undertaken if temperature reaches 35 degrees.
- Sun protection – including protective clothing (e.g. longer sleeved shirts with collars), sunscreen (SPF 30+ or above, broad spectrum water resistant), broad-brimmed hats, sunglasses and shade (natural or artificial) – should be used for all outdoor activities whenever UV levels are forecast to reach 3 and above, the level that can cause long term damage to unprotected skin. The Bureau of Meteorology provides forecasts of UV levels at www.bom.gov.au/places/act/canberra/forecast/.
- Use of sun protection is particularly important during the peak UV period of the day (10am-2pm, or 11am to 3pm in daylight savings period). Whenever possible, outdoor activities should be minimised during the peak UV period of the day.

Smoke free workplace

WCS recognises that smoke free environments protect non-smokers from the harmful effects of environmental tobacco smoke and contribute to reducing tobacco consumption levels.

This applies to both traditional and electronic cigarettes (includes any device used for the inhalation of a substance, such as e-cigarettes, e-cigars, vapour pens or a personal vaporiser).

- All WCS workplaces and official and social functions are 100% smoke free, and no person is permitted to smoke within 15 metres of any WCS workplace. 'No Smoking' signs are displayed at WCS premises to inform staff and visitors.
- WCS staff are not permitted to smoke while on duty or while wearing WCS uniforms. Staff are only permitted to smoke during their lunch breaks in an appropriate designated smoking area.
- WCS staff are not permitted to smoke with service users, even if that service user is smoking. WCS staff should not provide service users with cigarettes.

- WCS staff have a right not to be exposed to secondary smoke inhalation from service users who smoke. When visiting service users in their home or in the community, WCS staff can request that service users not smoke in confined spaces while they are present. Alternatively, if the service user cannot refrain from smoking for the duration of the meeting, WCS staff can request they meet outside in a well ventilated area. If a WCS staff cannot come to an appropriate agreement with a service user regarding exposure to smoking, they should discuss options with their line manager.

Assistance for employees

WCS recognises that quitting smoking is difficult and supports staff who are considering quitting. The resources below may assist staff in quitting smoking.

Breach of policy

Where a manager considers that a staff member has breached this policy, they should remind the staff member of this policy and explain that further breaches may constitute a breach of the WCS Code of Conduct.

Managers should consult People and Culture to determine appropriate action where a staff member repeatedly breaches the policy.

Address risks from use of alcohol and other drugs

WCS recognises that the misuse of alcohol and other drugs can contribute to social and health problems for individuals and communities. In addition, the use of alcohol or drugs can impact a staff member's ability to perform their work and may endanger the safety and wellbeing of themselves or others.

- All WCS staff will abide by legislation with regard to the use and/or possession of alcohol and other drugs.
- All WCS staff will not be adversely affected by alcohol or drugs while undertaking work activities.
- WCS recognises that staff may take medication under prescription or for minor ailments, where there is no impact on work performance.

WCS recognises its legal and social obligations regarding alcohol and will promote a responsible attitude towards the use of alcohol:

- No alcohol will be consumed on WCS premises during work hours
- Alternatives to alcohol will be provided and promoted at social events.

WCS has a high duty of care to provide responsible service to vulnerable service users, and staff members cannot be under the influence of alcohol or drugs while providing services on behalf of WCS.

If a manager suspects that a staff member is under the influence of alcohol or drugs when on duty, then they should ask the staff member if this is the case. It may be that there is another cause for their behaviour, such as use of prescription medication or some other form of distress, which will need a different response.

If the manager determines that it is likely that a staff member is under the influence of alcohol or drugs, they can direct that person to cease their duties for the day and then notify People and Culture. If the manager is unsure or identifies another concern, they should contact People and Culture to discuss further before taking action. People and Culture can advise on the appropriate response, including ceasing duties and potential disciplinary action. If there is another cause, People and Culture can assist

the manager and staff member to address the concerns and ensure that the staff member can perform their duties effectively and safely.

If a staff member has concerns that anyone on WCS premises is affected by alcohol or drugs, they should notify their line manager immediately.

Where a staff member identifies that their use of alcohol or drugs may be impacting their work performance, the manager can assist the staff member to obtain support, including through the EAP or resources listed below. The manager can also consult People and Culture about approaches to support the staff member and manage in the workplace.

References and resources

WCS Performance and Development Framework

- and associated documents including Support and Supervision Policy and Procedure

EAP brochure (Relationships Australia)

Smoke Free Public Places Act 2003 (ACT)

WorkSafe ACT – Smoking in the Workplace

[https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/3167/~/work-safe-in-the-workplace--general-work-health-and-safety#!tabs-16]

Cancer Council ACT – Being SunSmart in Canberra [<https://actcancer.org/prevention/information-sheets/being-sunsmart-in-canberra/>]

Bureau of Meteorology forecast - including UV levels [www.bom.gov.au/places/act/canberra/forecast/]

Healthier Work ACT [<https://www.healthierwork.act.gov.au/>] provides resources relating to:

- being active
- healthy eating
- smoking reduction/cessation
- reduced alcohol use
- social and emotional wellbeing

Resources re quitting smoking (from Healthier Work ACT)

- [ACT Alcohol, Tobacco and Other Drug Services Directory 2011](#) (ACT Alcohol, Tobacco and Other Drug Association)
- [The Cancer Council ACT](#) – information on group therapy and individual smoking cessation support
- [ICanQuit](#) (Cancer Institute of NSW) – information and tools on quitting
- [Quitline](#) – a free telephone information and advice or counselling service for people who want to quit smoking. Ph. 13 QUIT (13 7848)
- [Quit Coach](#) (The Cancer Council Victoria) – free interactive online computer-generated smoking cessation advice
- You can also seek advice, support and referrals from your General Practitioner or other health professionals regarding your health and wellbeing.

Policy review

Current version

Service line Service area	Corporate Services People and Culture	Version	1.2
Process owner	Director, Corporate Services	Date of issue	Nov 2020
Approved by	Sharon Flanigan	Scheduled review date	Mar 2023

Modification history (including current version)

Version	Date	Author	Approved by	Description of changes
1.2	Nov 2020	Julie Evans, Policy Officer	Sharon Flanigan, Director, Corporate Services	Minor update to reference new Support and Supervision Policy.
1.1	Mar 2020	Julie Evans, Policy Officer	Sharon Flanigan, Director, Corporate Services	New policy, based on Anglicare Health and Wellbeing Policy. Had also been previous WCS Smoking in the Workplace Policy, and Outreach Work and Smoking Policy.