
Smoking and vaping in the workplace

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The rules around smoking and vaping in the workplace.

1.0 Smoking and vaping in the workplace

North West Support Services (NWSS) recognises the health and safety requirements regarding smoking/vaping in the workplaces which includes, in a service like ours, other people's homes.

To ensure no-one is harmed by smoke and vapour:

- Smoking/vaping is not to occur any less than five metres from any doorways or open windows. This includes work vehicles
- Smoking/vaping is to be out of sight of people being supported, other employees and the public
- Smoking/vaping must not occur in groups. Staff must smoke/vape alone and one at a time

At all shared homes and private locations the official designated smoking/vaping area is the only place for these to occur. The designated areas will be decided on by Service Coordinators. These areas:

- Will be separate to the usual outdoor, sit down area used for staff breaks and socialising with the people being supported. These areas must never be used for smoking/vaping
- Will have an approved cigarette butt container that is not to be moved from the smoking area for any reason

Staff are to be mindful of co-workers who are non-smokers when deciding on how often to take a smoking/vaping break and how long to be away. The following is a guide for the maximum number of breaks. This is in line with expected breaks for non-smoking/vaping employees:

- 3 Hour shift - one break
- 5 Hour shift - two breaks
- 8 Hour shift - three breaks

With regard to clients who smoke or vape, each will be assessed with regard to how they became addicted and their capacity to understand the issue and comply with directions. Client specific directions will be issued to support teams involved.

Any complaints about smoking/vaping from people being supported, their families, the public or other support workers will be dealt with in accordance with the procedure for complaints and disciplinary processes. Repeated breaches could result in dismissal.

Smokers/vapers need to be aware that it is only a matter of time before NWSS will have to make, in line with work health and safety requirements, all of its work locations smoking/vaping free. This will commence with our community access centres:

Studio 38a at 38a Hogg Street, Wynyard

Studio 51 at 51 William Street, Devonport

Eastside Studio at 62 Tarleton Street Devonport.

A staff memo will announce the commencement when signs are up.

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