

26. Smoking and Vaping Procedure

Purpose

The Lord Somers Camp and Power House (LSC&PH) recognise the hazards caused by environmental tobacco smoke and second-hand vape aerosol. The purpose of this Procedure is to reduce exposure to tobacco and other smoking products, and to provide a smoke-free environment for all employees, volunteers, members, participants and visitors whilst providing an acceptable space for any smoker.

Scope

These Procedures apply to all employees, volunteers, members, participants, and visitors at LSC&PH, including Board, Committee and Working Group members.

Definitions

Employee	Any person employed by Lord Somers Camp and Power House.
Executive Team	A leadership team for a specific LSC&PH program or activity. Specific members/ roles of an Executive Team are at the discretion of the Program or Activity Leader.
Leader	Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members/volunteers placed in their care whilst holding a formal position in Lord Somers Camp and Power House. A leader could include but is not limited to: <ul style="list-style-type: none"> • Camp Leaders • Deputy Camp Leaders • Executive Officers • Programs Leader • Slushie King and Slushee Queen • Heads of Departments
Member	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Participant	Any person who attends an LSC&PH program as a participant or a grouper.
Smoke	Smoke, hold, or otherwise have control over an ignited smoking product, or inhale through a vape.

26. Smoking and Vaping Procedure

Smoking product	A tobacco product, herbal cigarette, loose smoking blend, vape, vape related product or smoking related product.
Vape	A device that is capable of being used to deliver a substance into an individual's body when the individual inhales through the device; and has 1 or more of the following parts— a battery; a cartridge or container to store a liquid, vapour, or gas; an electric heating element.
Volunteer	Any non-member who attends LSC&PH activities as a member of the camp's staff under direction of a Camp Leader.
Workplace	Any location where LSC&PH employees and volunteers work and includes company owned buildings and vehicles, worker or client vehicles when used for work purposes, clients' home and community venues when used for work purposes.

Responsibilities

CEO / Camp Manager	<ul style="list-style-type: none"> Ensure that processes are in place to ensure that all employees, volunteers, members, participants and visitors are aware of their obligations under the legislation and this Procedure.
Executive Team	<ul style="list-style-type: none"> Determine designated smoking areas as per the <i>Tobacco Act 1987</i>
Camp Leader	<ul style="list-style-type: none"> Manage instances of alleged misconduct in program and activities staff in relation to smoking and vaping
All staff (employees and volunteers)	<ul style="list-style-type: none"> Smoke in designated smoking areas Make reasonable efforts to not be visible to participants while smoking or vaping

Procedures

At each event, activity or program run by LSC&PH information will be provided to employees, volunteers, members, participants and visitors regarding the designated smoking areas. These will be established to

- Reflect the requirements of the *Tobacco Act*, and

26. Smoking and Vaping Procedure

- Ensure the health, safety and comfort of all LSC&PH stakeholders to whom a duty of care is owed

They will usually be at least 10m from any activities or where people are likely to congregate.

Failure to confine smoking or vaping activities to the designated smoking areas will be dealt with as per the *Misconduct Procedure* for staff.

Other relevant policies and procedures

- Misconduct Procedure
- Code of Conduct Policy

Policy review

This Procedure will be reviewed every three years by the LSC&PH Programs and Activities Committee, or sooner if warranted by internal or external events or changes.

Changes to the Procedure will be recommended by the Programs and Activities Committee to the CEO.