

Smoking and Vaping Procedure

Procedure Purpose

The purpose of this procedure is to promote wellbeing for all by reducing 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.

Procedure Scope

Lord Somers Camp and Power House (LSC&PH) recognise the hazards caused by environmental tobacco smoke and second-hand vape aerosol. These Procedures apply to all employees, volunteers, members, participants, and visitors at LSC&PH, including Board, Committee and Working Group members.

Definitions

- Smoke: to smoke, hold, or otherwise have control over an ignited smoking product, or inhale through a vape.
- Smoking: 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 one or more of the following parts — a battery; a cartridge or container to store a liquid, vapour, or gas; an electric heating element.

Procedural 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:

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- Reflect the requirements of the *Tobacco Act 1987*, and
- Ensure the health, safety and comfort of all LSC&PH people and stakeholders to whom a duty of care is owed.

Designated smoking areas must be greater than 10m away from any activities or where people are likely to congregate.

Given the configuration of Lord Somers Camp and the Power House venues, designated smoking areas must be outdoors and at least 4 meters away from any entrance.

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

Other relevant policies and procedures

- Code of Conduct Policy
- Occupational Health and Safety Policy (Review Draft May 2023)

Policy review

This Procedure will be reviewed every two years by the LSC&PH PandA Committee, or sooner if warranted by internal or external events or changes.

Changes to the Procedure will be recommended by the LSC&PH Board for approval and implementation.