

Example Non-compliance Policy



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Policy relating to tobacco usage

Commencement Date 2/11/2012

Revised Date 09/6/2015

Revision Date 09/6/2016

Other Document Links

- Mission Australia Smoke Free Environment Policy for 18 Year Olds in Residential Care Facilities – Community Services
- The Australian Smoking Laws Chart (Action on Smoking and Health Australia 2010)
- The Mission Australia Smoking and Tobacco Products Policy
- Public Health Act 1991
- Junaa Buwa! Behavioral Management Policy

Responsibility Program Manager

PREAMBLE:

All workplaces have a duty of care under WHS legislation to provide a safe and healthy environment. Young People, staff and families will not be exposed to the harmful effects of smoking or of second hand smoke whilst staying in Junaa Buwa! Services.

This policy is to be read in conjunction with The Smoking and Tobacco Products policy and the Mission Australia Smoke Free Environment Policy for 18 Year Olds in Residential Care Facilities – Community Services
These documents are an essential part of Mission Australia's commitment to Health and Safety.

This policy intends to meet or exceed community and legislative expectations by seeking ways of improving the health and safety of our workforce, clients and volunteers and by meeting our legal requirements. A summary of the smoking and tobacco legislation in each state/territory can be found at <http://www.tobaccoinustralia.org.au/chapter-15-smokefree-environment/15-7-legislation>.

All residents have made an informed choice to enter a program that prohibits the use of tobacco products.

AIMS:

To ensure our legal requirements and policy position with regards to smoking are adhered to.

To make the consequences of smoking clear from the onset of a client's engagement with Mission Australia, Junaa Buwa! Services.

To provide clients and staff with opportunities to recover from tobacco use in a therapeutic and supportive environment, while acknowledging that smoking is a very difficult addiction to quit.

METHOD to follow when dealing with tobacco usage by a client in the service:

- a) You have a strong suspicion, evidence or confession of a resident smoking cigarettes
- b) You identify any previous smoking incidents in the client current file.
- c) Follow steps below regarding the consequences for smoking incidents.

1. The first instance that a resident is found to be smoking, or strong suspicion thereof:

- All tobacco products will be destroyed.
- Parents/carers, JJO(JJ On-call if after-hours) and Junaa Buwa On-call will be notified immediately.
- The resident will be placed on Borderline status for *three* day (See Behavioural management support policy). Whilst on any Borderline, any further suspicion of tobacco usage will result in discharge from the program.
- The resident will be responsible for daily NRT usage, which is provided by Junaa Buwa.
- The youth workers will lead an educational activity session on physical effects of smoking
- Any evidence of smoking inside of a bedroom will result in the client conducting a full strip-and-clean of the room (e.g. sheets, curtains, all clothes, etc).

2. The second instance a resident is found to be smoking, or strong suspicion thereof:

- All tobacco products will be destroyed.
- Parents/carers, JJO(JJ On-call if after-hours) and Junaa Buwa On-call will be notified immediately.
- The resident will be placed on an "In House Suspension" status for *five* days. This Awareness involves the young person packing up all their belongings, except toiletries and three changes of clothes (which are then stored in the office). Whilst on "In House Suspension" any further suspicion of tobacco usage will result in discharge from the program.
- The resident's program will be suspended in-house – i.e. their progress through the program stages will be temporarily halted, and their graduation date will be extended by five days.
- The resident will be responsible for daily NRT usage, which is provided by Junaa Buwa.
- The youth workers will lead an educational activity session about an aspect of smoking.
- Any evidence of smoking inside of a bedroom will result in the client conducting a full strip and clean of the room (e.g. sheets, curtains all clothes etc)

3. On the third occasion where a resident is found to be smoking– or strong suspicion thereof -- all tobacco products will be destroyed and the resident will be discharged from the program using client's exit plan.

- a. Parents/carers, JJO(JJ On-call if after-hours) and Junaa Buwa On-call will be notified immediately.

RESPONSIBILITIES:

Junna Buwa! Youth Services have adopted a smoke free environment policy to protect all persons accessing the service from the effects of environmental tobacco smoke. The services do not permit the smoking of any substance in any area of the program.

Managers and staff are responsible for:

- Ensuring that all areas of the facility, including the building, outdoor areas and the car parking areas are designated as smoke free zones.
- Program Manager needs to ensure that at induction, all staff to the service are informed of the Smoke Free Environment Policy and provided with smoking cessation training when possible.
- Staff ensures that on orientation visits or on acceptance into the service clients are reminded that the facility is a Smoke Free Environment.
- Ensuring that workers, clients and visitors are familiar with this Policy
- Ensuring that the requirements of this policy are complied with
- Clinical Coordinator or delegated staff member is responsible for the reviewing the effectiveness of this policy and making recommendations for its improvement with the input from staff members.
- Ensuring that information is available on the effects of smoking and information on “How to Quit” programmes are available on site
- Reviewing decisions based on this policy, as this policy is a guideline to decision-making; consequences for tobacco usage will be formulated on a case-by-case basis, taking into account individual circumstances.
- Ensuring that staff (who smoke) are offered NRT whilst on shift and are informed about triggers (i.e. smelling of smoke) that could affect clients.

All staff are responsible for:

- Cooperating with measures introduced to the workplace in compliance with this policy
- Not smoking with clients
- Not smoking in company cars
- Not smoking on service trips and events
- Not smoking if out of the service with client
- NRT provision to clients, in particular those between 13-18 yrs
- Ensuring that “No smoking” signs are clearly displayed within the facility
- Ensuring that all clients are informed of the no smoking policy and the consequences for clients
- Contributing to the monitoring and review of this policy and its improvement
- Ensuring that NRT, psycho-social interventions (to reduce craving intensity) and promotion of relapse prevention are offered on every shift.

Note: Smokers (both client and staff) are encouraged and supported by Junaa Buwa! to “Quit”: In addition to in program support further support and assistance is provided through the Australian Government Department of Health and Ageing National Quit Line on **131848** or via the [Quitline](#) website.