



# Northern Districts Gymnastic Club Inc

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Ph: 08 92406861,  
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Email: [info@ndgc.org.au](mailto:info@ndgc.org.au)  
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## Occupational Health and Safety

Policy Title:	<b>SMOKE FREE POLICY</b>
Policy Number:	<b>OHS 05</b>
Date of issue:	<b>19<sup>th</sup> September 2007</b>
Controlling Body	<b>NDGC Board of Management</b>

### **1.0 POLICY STATEMENT**

Northern Districts Gymnastic Club Inc Smoke Free Policy provides for a healthy, smoke free environment at NDGC and all events and functions under NDGC control.

### **2.0 PURPOSE**

NDGC recognises that smoking and passive smoking are hazardous to health and that non-smokers should be protected from the involuntary inhalation of tobacco smoke.

Northern Districts Gymnastic Club aims to provide a smoke free environment for non-smokers and an enjoyable, cleaner environment for all.

NDGC goals are to;

- 2.1** Reduce the health risks associated with smoking and exposure to environmental tobacco smoke.
- 2.2.** Provide a healthier, cleaner and safer work environment.
- 2.3.** Decrease the potential risk of litigation associated with discomfort or disease caused by environmental tobacco smoke in the workplace, thus avoid the potential costs associated with litigation

### **3.0 DEFINITIONS**

- **Member** – Being a club member participating in an appropriate session, coaches, judges, staff, volunteers and board members.
- **Visitors** - Being spectators who are family and friends of Members, competing gymnasts and contractors and other work-related personnel.

### **4.0 RATIONALE**

- 4.1.** Northern Districts Gymnastic Club has a key role in the promotion of healthy lifestyles and practices and should be a public example of a healthy and progressive organisation.
- 4.2.** Northern Districts Gymnastic Club recognises that passive smoking, which is exposure to Environmental Tobacco Smoke (ETS), can have detrimental health effects for non-smokers.
- 4.3.** Northern Districts Gymnastic Club has an obligation under the Occupational Health and Safety Act 1985, Section 21 – “To provide and maintain so far as is practicable for employees a working environment that is safe and without risks to health”.



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## 5.0 POLICY COVERAGE

This policy applies to all Northern Districts Gymnastic Club employees, visitors, volunteers, members, athletes and contractors at NDGC. It applies to all activities both on and off the club's property, including busy bees, fundraising, competitions, displays, events and any other programmed activity outside the club's grounds. The boundaries will be clearly marked with signs.

## 6.0 POLICY COMPLIANCE

The Northern Districts Gymnastic Club Smoke Free Policy compliance will be facilitated through education, training, publicity, widespread promotion and reiteration of the Policy.

- 6.1. For staff, non-compliance will lead to the same disciplinary actions as for all other of Club NGDC policies. All staff members in supervisory positions are accountable for enforcing the Policy amongst their staff.
- 6.2. Those staff that chooses to smoke may only do so in their designated breaks, provided they are not on NDGC property
- 6.3. All staff members are responsible for encouraging adherence to the Policy.
- 6.4. All staff members are responsible for encouraging and enforcing the Policy amongst visitors. Upon seeing visitors smoking within the boundaries of any of NDGC's sites, staff members are requested to ask visitors to extinguish their cigarette. If this is ineffective, they may be requested to leave the club grounds. This procedure may not be effective in some cases, and so a common sense approach is recommended.
- 6.5. All staff members are responsible for educating their members about the Smoke Free Policy and encouraging adherence to the Policy.

## 6.0 POLICY EDUCATION

Northern Districts Gymnastic Club will implement and continue the following modes of communication will ensure ongoing awareness of the Smoke Free Policy:

- 7.1. All members will be informed of the Smoke Free Policy and provided with the smoke free information in the club membership pack. It will provide information about the policy and policy rationale. It will also provide information about contacts for further information regarding the policy.
- 7.2 All NDGC employees and Board Members will be inducted on the Smoke Free Policy and be given a copy of the policy in their handbook.
- 7.3 Posters will be displayed around NDGC Premises.



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## 8.0. CONFIDENTIALITY AND REPORTING

- 8.1 Breaches of this policy must be reported to the Business Manager within 14 hours of any occurrence
- 8.2 Breaches of this policy must be kept confidential and disclosure to any party beyond the Club's management is not permitted, unless disclosure is necessary as part of the disciplinary or corrective process; and / or required by law.

## 9. POLICY OUTCOMES

Anticipated outcomes of NDGC's Smoke Free Policy are as follows:

- 9.1. Provision of cleaner environment for all people at the Club's venues.
- 9.2. Widespread awareness of the Policy purpose and rationale.
- 9.3. Promotion of NDGC Gymnastics' as a leading example of a healthy and progressive organisation.

## 10.0 RELATED POLICIES, PROCEDURES & FORMS

Health and Safety Policy

## 11.0 POLICY IS REQUIRED TO BE PUBLISHED IN

- 1. NDGC Website
- 2. Staff and Board Handbook
- 3. Membership package – Refer to NDGC Website

Date of Approval by NDGC Board of Management	
President :	
President's Signature:	
General Manager:	
General Manager Signature:	

*(References: Work Safe and Club 10 resource)*