

<b>The Junction Club House Cairns Ltd</b>		
<b>Policy: Smoking and Alcohol and Other Drugs</b>		
Policy number: JQS.P6.5		Date adopted: 30/11/2021
Authorised by: The Board		
Date last reviewed: 10/03/2022	Reviewed by: Quality Review Panel	Date of next review: 10/03/2024
<b>Related documents:</b>		
<b>Related policies and procedures, How To Task Lists, forms, registers or other organisational documents of The Junction</b>		
Other standards	<ul style="list-style-type: none"> <li>• National Mental Health Standards</li> <li>• The International Standards for Clubhouse programs</li> <li>• NDIS Practice Standards</li> </ul>	
Legislation or other requirements	<ul style="list-style-type: none"> <li>• Work Health &amp; Safety Act 2011</li> <li>• Work Health and Safety Regulation 2011</li> <li>• Tobacco and Other Smoking Products Act 19898</li> <li>• Tobacco and Other Smoking Products Regulation 2010</li> </ul>	

## 1. Purpose

The purpose of this policy is to outline The Junction’s policy on smoking and alcohol and other drugs. The following legislation applies:

- *Tobacco and Other Smoking Products Act 1998*

The Junction Quality System (JQS)

- *Tobacco and Other Smoking Products Regulation 2010*

## **2. Scope**

This policy applies to all employees, volunteers, members, and all other visitors to The Junction's premises.

## **3. Policy statement – Our Commitment**

The Junction will do its utmost to create and maintain a safe, healthy, and productive workplace for all employees, members and other stakeholders. We have a zero tolerance for smoking tobacco or any other substance (including cigarettes), use of alcohol and other drugs on its premises and in other places in which employees and volunteers work.

## **4. Procedures**

### **4.1 Smoking**

Smoking is only permitted in the designated outdoor smoking area which must be at least 5 metres from entrances and exits.

This policy applies to:

- ALL enclosed places located within the boundary of this workplace
- ALL outdoor places within the boundary of this workplace
- ALL vehicles owned or leased by The Junction

The following rules also apply:

- Employees are permitted to smoke during authorised breaks only
- All tobacco products must be disposed of properly in the cigarette bin provided
- Tobacco products are not to be disposed of in any other areas

Employees are not permitted to smoke when they are acting in an official capacity off-site.

Smokers who need to take breaks should do so in their allotted breaks. These breaks must not be taken at the entrances to The Junction offices and be at least 5 metres away from such entrances.

Excessive smoking breaks will be regarded as absenteeism and performance improvement action may be taken. The Junction is committed to workplace wellness and will encourage and support employees and members who make the decision to cease smoking.

### **4.2 Alcohol & Other Drugs**

Using alcohol and illicit drugs in the workplace can affect work performance, relationships and creates a health risk for individuals as well as other employee's health and safety. For example, using alcohol and drugs can affect a person's ability to manage machinery drive a vehicle and make sound decisions.

The Junction Quality System (JQS)

The Junction has a zero-tolerance policy regarding the use of illicit drugs on its premises or the attending of other business-related premises (e.g. members' residences) while under the influence of illicit drugs. Contravening either of the above may lead to instant dismissal.

The Junction does not tolerate attending work under the influence of alcohol. This may result in performance improvement action or dismissal.

Driving over the legal limit or whilst under the influence of illicit drugs is illegal.

In Queensland, it is an offence under the **Transport Operations (Road Use) Management Act** to drive while over the legal alcohol limit.

There are **four alcohol limits** in Queensland, as follows:

- No alcohol limit (0.00% or above)
- General alcohol limit (0.05% or above)
- Middle alcohol limit (0.10% or above)
- High alcohol limit (0.15% or above)

## 5. Review processes

Policy review frequency: Bi-Annually (2years)	Responsibility for review: The Quality Review Panel
Review process: Director of Operations as Chair of the Quality Review Panel convenes the panel to conduct reviews.	
Documentation and Communication: All policy decisions will be documented and communicated through the Quality System Review Panel observing the Document control HTTL. Note: add version number after review.	