

## Smoking and Vaping Management Policy 2024

### Definitions

- **Aerosol** – a liquid or small particles that turns into very fine mist or gas.
- **Electronic Cigarettes** - Electronic cigarettes, or “e-cigarettes” are known by a variety of names, including ‘vapes’, ‘Juuls’, ‘vape pens’, ‘e-shisha’, ‘pods’, ‘mods’.  
E-cigarettes are battery powered devices that heat a liquid (called an ‘e-liquid’ or ‘juice’) until it aerosolises. The user then inhales the aerosol.
- **Second hand smoke** - refers to smoke from another person’s cigarette, pipe or cigar. It is also known as passive smoke, environmental smoke and involuntary smoke
- **Second hand aerosol** - refers to aerosol from another person’s e-cigarette (vape).
- **Vaping** - The act of using an e-cigarette (vape). The equivalent of “smoking” tobacco cigarettes.

### Rationale

**ORGANISATION** recognises that exposure to second-hand smoke and e-cigarette aerosol is harmful to health and the community has a right to be protected. Both smoking and vaping causes lung damage. Even in outdoor areas where people tend to gather, second-hand smoke and e-cigarette aerosol is a potential health risk to those who do not smoke or vape.

- **Amended Tobacco Act 1987 (VIC):**
  - Smoking is not permitted in any enclosed area of a workplace, including shopping centres, restaurants and licensed premises. Everyone in a workplace must observe the smoking ban, including employers, employees, volunteers and customers.
  - Smoking is banned in all commercial outdoor dining areas in Victoria. Smoking is banned in an outdoor drinking area if any part of that area is within 4 metres of an outdoor dining area, unless separated by a wall of at least 2.1 metres high.
  - Under the Tobacco Act 1987, e-cigarettes (vapes) are regulated the same way as smoking, meaning that vaping is prohibited anywhere that smoking is.
- **Role Modelling:** Smoke and e-cigarette aerosol free environments reduce role modelling of unhealthy behaviours around community members. A smoking and vaping free policy can make smoking and vaping less visible and less socially acceptable, whilst creating a healthier and more attractive environment for residents, staff and visitors.
- **Effects on others:** Second-hand smoke and e-cigarette aerosol are considered irritating and hazardous to the health of other people, even when outdoors. Children may be at risk of swallowing discarded cigarette butts, which may cause symptoms of nicotine poisoning such as vomiting.
- **Smoke and E-Cigarette Aerosol free areas:** Smoking and vaping free areas support people that smoke or vape who are trying to quit and reduces their overall cigarette and e-cigarette (vape) consumption. They also help reduce litter related to cigarette and e-cigarette (vape) use. This also reduces the fire risks.

Accordingly, the following smoking and vaping management policy has been developed by **ORGANISATION**.

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## Who is affected by the policy

This policy applies to all employees, contractors and residents of the **ORGANISATION** at all times.

## Timing

This policy is effective from **<add date>**

## Smoke and e-cigarette aerosol free areas

The **ORGANISATION** requires the entire area of the Clubhouse to be smoking and vaping free. This includes:

- all indoor areas (Victorian legislation states that enclosed workplaces must be smoke and e-cigarette aerosol free)
- all outdoor dining/drinking areas
- communal car park

The smoke and vape free areas do not apply to residents' independent units and/or serviced apartments.

## Following the policy

There is strong community support for banning smoking and vaping in public places, particularly places that are regularly attended by children. Should a person be smoking or vaping within the **ORGANISATION**, the following five-step non-compliance should be followed:

1. Assume that the person is unaware of the policy.
2. Politely ask them to stop smoking or vaping and let them know about the **ORGANISATION'S** Smoking and Vaping Management Policy.
3. Let them know about the decision to go completely smoke and vape free.
4. If unresolved, refer the incident to the management who should then follow the grievance procedure as indicated in the organisations constitution.



## Sale of tobacco products

**ORGANISATION** will not sell tobacco or e-cigarette (vape) products.

## Further Information and Resources

- For further information about the Tobacco Act see here - [Tobacco reforms \(health.vic.gov.au\)](https://www.health.vic.gov.au/tobacco-reforms)
- Quit support services – [Homepage | Quit Victoria](#) , QUIT Line 13 7848
- Get the Facts About Vaping: hub toolkit - [Get the facts on vaping: hub toolkit | Quit Vaping Facts](#)

## Policy review

This policy will be reviewed six months after its introduction and then on an annual basis thereafter. This will ensure that the policy remains current and practical.

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

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