

*Document uncontrolled when  
printed*



## Policy No. 3

# No-Smoking

### DOCUMENT CONTROL

<b>Version:</b>	15 <sup>th</sup> September 2014 Wilda Kerr
<b>Date approved by Board:</b>	23 <sup>rd</sup> October 2014
<b>On behalf of Board:</b>	Denis Moroney President
<b>Next review date:</b>	October 2017

© SSAA Vic

**TITLE**

No-Smoking

**PURPOSE**

It is SSAA Vic policy to provide a smoke free environment for all members and visitors. Smoking is prohibited on all owned or occupied SSAA Vic property, including buildings.

**SCOPE**

This policy applies to all staff, volunteers, members and visitors on all SSAA owned and occupied property.

**OBJECTIVE**

Provide direction

**POLICY DETAILS**

By actively prohibiting smoking, the SSAA Vic not only protects non-smokers, but also gives established smokers an opportunity to reduce their habit or to quit altogether.

All property, including offices, buildings and ranges are designated as smoke-free environments and smoking shall not be permitted.

All SSAA property shall be identified as smoke-free areas by the prominent display of "smoke-free area" symbols.

The smoking ban is to be enforced at all times - smoking is not permitted after normal business hours or at social functions on SSAA (Vic) premises.

Designated internal smoking areas such as "Smokers rooms" are not permitted under this policy. Smoking is only allowed in areas identified.

Everyone is responsible for implementing this policy and for addressing problems with non-compliance. The approach should be sympathetic but firm. Where smokers breach this policy, staff, volunteers, members and visitors should follow established SSAA Vic complaint settlement procedures.

**ASSOCIATED DOCUMENTS / REFERENCES**

None