



## DEVELOPING A SMOKING POLICY

One of the most commonly used drugs in Australia is tobacco. Tobacco restricts maximum performance for athletes at both training and competition, and will “undo” some of the benefits gained from exercise. The development of a smoking policy aims to ensure that people within the club are able to reside in clean air, free from secondhand smoke. Smoke-free environments protect non-smokers from the harmful effects of environmental tobacco smoke, contribute to reducing tobacco consumption levels, encourage quitting attempts, and discourage the uptake of smoking (particularly by young people). Overall, the development of a smoking policy provides details of where and when employees are permitted to smoke, taking into account everyone’s needs.

This document will now outline some of the recent changes in tobacco control, before moving on to demonstrate how a club can successfully develop and maintain a policy in regards to smoking.

### **Tobacco Products Control Act 2006**

Recently, new legislation was passed in regards to tobacco control. The legislation is known as the Tobacco Products Control Act 2006, and contains provisions in the following areas:

- Sale and supply of tobacco products (including vending machines)
- Tobacco advertising and promotion
- Licensing of sellers of tobacco products
- Western Australian Health Promotion Foundation (Healthway)
- Investigations
- Enforcement
- Smoking in enclosed public places

*For more information regarding the new legislation outlining the above items, see [www.health.wa.gov.au/tobaccocontrol](http://www.health.wa.gov.au/tobaccocontrol)*



## **How to Develop and Implement a Smoking Policy**

1. Put smoking on the agenda.
  - Raise smoking as an agenda item at each committee meeting.
2. Form a committee or group to oversee the development of the policy.
  - Involve key people that represent a wide range of your members. The group should make recommendations about the content of the policy, develop policy drafts and circulate these for added suggestions.
3. Evaluate your current practices.
  - Analyse how you are already meeting the policy requirements and where you need to implement policies.
4. Conduct a needs assessment.
  - Discuss with your committee what topics are in need of addressing and focus your policy mainly on this area without neglecting the other areas.
5. Write the policy - considering:
  - What you want to achieve from your policy.
  - How to ensure everyone is abiding by the policy.
  - Who will be responsible for monitoring the policy?
  - What action to take if people do not follow the policy.
  - How to evaluate the policy.
  - Policy should be as brief as possible and written in clear language.
  - Consider feedback provided by members.
  - Keep the policy to a maximum of two pages if possible.
6. Implement the policy
  - You may wish to launch the policy - if so, inform the local print media.
  - Make use of your existing methods to communicate the policy to your members (e.g. newsletters, notice boards, websites etc).
  - Include the policy with new member information.
7. Review and evaluate the policy
  - Ensure that procedures are in place to review the policy annually to determine its effectiveness. You could develop a simple survey to assist with this.



## **Smoking Checklist**

Use this checklist as a guide to assessing your club's current practices across a range of health issues. You can modify the checklist to be relevant with the needs and concerns from your individual club. This checklist may also be used as a tool to help with your club's regular policy review.

Figure 1. Smoking Checklist

	YES	NO	PARTIAL
Smoking is not allowed in any indoor areas of the club (including the bar and change rooms).			
All functions held at our club are smoke-free.			
We have designated certain areas outdoors as smoke-free.			
Smoking is not allowed within 10 metres of doorways.			
No cigarettes are sold on our premises.			
Appropriate no-smoking signage is displayed in our club.			

Need more information? For more information on smoking policies and the new legislation contact [www.health.wa.gov.au/tobaccocontrol](http://www.health.wa.gov.au/tobaccocontrol)

