

**Smoke Free Environment Policy**

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| Policy Statement |

Smoking is not permitted on any ACT Health site at any time. All ACT Health program areas, facilities and grounds are smoke free, in order to provide a safe and healthy environment. All staff within ACT Health have a responsibility to implement and comply with the processes identified to maintain a smoke free environment. This Policy, in effect from September 1 2014, replaces the 2009 ACT Health Smoke Free Workplace Policy (CED09-012).

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| Purpose |

The purpose of the Smoke Free Environment Policy is to support good health outcomes by minimising the exposure of employees, health service patients, contractors, tenants and visitors to environmental tobacco smoke, and to assist staff of ACT Health to:

* provide access to a smoke free environment for staff, patients, contractors, visitors and tenants;
* implement and comply with the processes which ACT Health has in place to manage tobacco use;
* implement and comply with the processes which ACT Health has in place to enforce the smoke free environment;
* support staff and patients who wish to address their tobacco use; and
* set an example for the ACT Public Service and the community of the commitment of the ACT Government to its *Future directions for tobacco reduction in the ACT 2013-2016* Strategy.

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| Scope |

Smoking is not permitted in all ACT Health-owned and leased facilities, grounds and vehicles, with no exceptions. This policy covers all tobacco products, plus E-cigarettes and other personal vaporiser products. The policy applies to all staff, patients, visitors and contractors, and other persons who lease or enter ACT Health-owned buildings, grounds or vehicles for any purpose whatsoever. The policy also applies to contracts for work, for example maintenance or construction.

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| Roles & Responsibilities |

Responsibility for implementing this policy and ongoing day-to-day monitoring, compliance and enforcement of the policy is delegated to Executives, Directors, Senior Managers and Team Leaders across ACT Health.

Appropriate site-specific management, compliance, and enforcement strategies are overseen by Business and Infrastructure Branch, and must be implemented in accordance with the Standard Operating Procedure (SOP): ***“Smoke Free Environment Policy: Communication, Monitoring, and Enforcement”.***

All Business Areas are required to report to the Deputy Director General (Strategy and Corporate) on a 6-monthly basis using the template provided in the SOP, regarding the results of compliance monitoring and other activities to support measures at respective sites to provide a smoke free environment.

Appropriate communication strategies are overseen by Strategy and Corporate Branch, and must be implemented in accordance with the SOP: ***“Smoke Free Environment Policy: Communication, Monitoring and Enforcement”***. This will ensure that everyone entering ACT Health premises, grounds and vehicles understands that smoking is not allowed.

Breaches of the policy lead to normal staff disciplinary procedures being applied. Access is facilitated by People, Strategy and Services Branch for employees seeking individual or group support and appropriate nicotine support or other assistance to address nicotine dependence, in accordance with the SOP: ***“Smoke Free Environment Policy: Managing Nicotine Dependence”*.**

Appropriate treatment for nicotine dependent inpatients in all ACT Health facilities is overseen by clinical support services and is made available in accordance with the SOP: ***“Smoke Free Environment Policy: Managing Nicotine Dependence*.”**

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| Evaluation |

**Monitoring Measures**

**Qualitative**

* Actions to support management or local working groups tasked with policy implementation, and provision of resources to ensure a high level of compliance (including structural changes, signage, FTE allocation).
* Actions taken to ensure that management and supervisory staff are well informed and aware of their responsibilities under the policy (including management briefings, types of communication used, training provided).
* Actions taken to ensure that key staff receive training in Brief Tobacco Intervention and provision of Nicotine Replacement Therapy (NRT) (where relevant).
* Actions targeting ACT Health staff which ensure adherence to the policy.
* Actions to communicate the policy and its requirements with patients, visitors, tenants and contractors (may include new signage, information in standard communications with patients and visitors, smoke free clause in contracts).
* Complaint management and resolution strategy in alignment with ACT Health policy.

**Quantitative**

* Numbers of patients assessed, and numbers of occasions of assessment, in patients experiencing nicotine withdrawal symptoms. (May include staff training, awareness raising – online tools, electronic communications).
* Number of referrals to the Quitline or other specialist cessation services, including those provided at the Canberra Hospital.
* Numbers of staff trained in Brief Tobacco Intervention Skills, and in NRT (where relevant).
* NRT and other smoking cessation support medication dispensing trends to clinical areas by Pharmacy Services.
* Number of staff and inpatients accessing Nicotine Replacement Therapy and related medications to facilitate smoking cessation.
* Number of reported breaches, including breaches involving E-cigarettes.
* Number of smoking-related cautions issued by security guards.
* Number of complaints received and resolved.

**Method**

* Completion of the 6 monthly report template provided in the SOP *“Smoke Free Environment Policy: Communication, Monitoring, and Enforcement”,* to be submitted to the Deputy Director General (Strategy and Corporate), which compiles required information on the monitoring measures above. This data is reported by Executive Directors to the Executive Directors’ Council.
* Evaluation and monitoring is ongoing in support of this policy.

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| Related Legislation, Policies and Standards |

**Legislation**

*ACT Public Sector Management Act* 1994

*ACT Smoke-Free Public Places Act* 2003

*ACT Work Health and Safety Act* 2011

*Safety, Rehabilitation and Compensation Act* 1988 (Commonwealth)

*ACT Litter Act* 2004

*ACT Emergencies Act* 2004

**Policies**

ACT Public Service Occupational Health and Safety Policy: Smoke Free Workplaces

ACT Health’s Violence and Aggression by Patients, Consumers or Visitors Prevention and Management Policy and SOPs

ACT Government Real Estate Policy

Calvary Hospital Smoke Free Workplace Policy

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| **Definition of Terms**  |

**Brief Tobacco Intervention Training**: An e-learning package available on Capabiliti which provides staff with strategies to support smokers to stay smoke free, either in the short or long term.

**Contractors:** Any person employed by organisations with whom ACT Health has a contract for works or services.

**E-cigarettes (also known as electronic cigarettes and vaporiser cigarettes):** Battery operated devices that create a fine vapour which usually contains nicotine. The vapour is inhaled into the lungs and is exhaled as a visible mist.

**Inpatient:** Refers to any patient admitted to the Canberra Hospital.

**Nicotine Replacement Therapy (NRT)**: A type of treatment that uses special products to give small, steady doses of nicotine to help stop cravings and relieve symptoms that occur when a person is trying to quit smoking.

**Outpatient:** Refers to any ACT Health patient who is not admitted to an ACT Health facility.

**Patients**: Refers to any patient of the Health Directorate, including both inpatients and outpatients.

**Staff**: All ACT Health staff.

**Tenants:** Any individual or organisation leasing an ACT Health-owned facility.

**Tobacco products:** Any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product, and also including e-cigarettes.

**Visitors:** Any non-staff person entering an ACT Health facility, for any purpose whatsoever.

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| References |

Government of Western Australia Department of Health: *Smoke Free WA Health System Policy* (Operational Directive 0414/13), January 2013.

Department of Health Western Australia: *Clinical guidelines and procedures for the management of nicotine dependent inpatients.* Perth, Smoke Free WA Health Working Party, 2011.

NSW Health PD2005\_375: *Progression of the NSW Health Smoke Free Workplace Policy*, 2005.

Hunter New England Health: *Smoke Free Update – Fact Sheet*, July 2008.

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| Attachments |

**Standard Operating Procedure**: Smoke Free Environment Policy: Communication, Monitoring and Enforcement.

**Standard Operating Procedure**: Smoke Free Environment Policy: Managing Nicotine Dependence.

**Calvary Hospital Smoke Free Workplace Policy.**

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