**Canberra Health Services**

**Policy**

**Smoke-Free Environment**

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| Policy Statement |

Canberra Health Services (CHS) is a smoke-free environment. Smoking and vaping exposes bystanders to nicotine and known carcinogens and may trigger asthma symptoms in vulnerable people. There is no safe level of exposure to environmental tobacco smoke, therefore smoking products, including e-cigarettes, herbal products or personal vaporisers are not permitted at any ACT Government owned and leased sites, facilities or vehicles at any time without exception.

All staff are to comply with this policy to ensure the environment remains smoke-free. When caring for patients who identify as a smoker all health professionals have a fundamental responsibility to offer support for smoking cessation. This includes asking patients about their smoking status at every visit in every health care setting.

CHS wants to protect people from the harmful effects of smoking, second-hand and third-hand smoke.

This policy should be read in conjunction with the CHS Managing Nicotine DependenceProcedure.

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| Alerts |

All inpatients must be made aware of the Smoke-Free Environment Policy and asked if they smoke:

* on admission
* at pre-admission consultation
* in the Emergency Department
* during their hospital stay.

If the patient indicates they are a smoker they must be screened for nicotine dependence using the Smoking Cessation Clinical Pathway and provided with the appropriate treatment according to the CHS Managing Nicotine Dependence Procedure, which can be found on the CHS Policy and Guidance Documents Register.

Support is available for patients and staff to remain smoke-free at CHS and includes free Nicotine Replacement Therapy (NRT), Brief Tobacco Intervention, training to increase skills and confidence and/or referral to specialist services, to manage nicotine dependence.

CHS Security Officers are responsible for informing all people on CHS sites or facilities of their responsibility to comply with the Smoke Free Environment Policy and not smoke on-site. If anyone is seen smoking this should be reported to CHS Security Operations by phoning 512 45145. If the person who is smoking is abusive or anyone is affected by the second-hand or third-hand smoke this should also be reported on RiskMan.

All outpatients must be advised of the Policy, prior to their appointment, by being provided with the Smoking and Your Hospital Stay and/or Stop Before Your Op flyer. (Available on the Smoke Free page of the intranet).

Staff should not approach people who are smoking.

Staff who smoke on-site at CHS workplaces and/or support or enable patients to smoke are in breach of this policy, which may lead to disciplinary or performance management processes being applied.

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| Purpose |

The purpose of this policy is to protect people from the harmful effects of smoking and second-hand and third-hand smoke. Hospitals and health care services are designed to improve health and in relation to this policy there is a requirement to:

* Provide access to clean air
* Support staff and patients to be smoke-free by managing their nicotine dependence
* Implement and comply with CHS processes to implement the smoke-free environment; and
* Comply with the law:
* *Work Health Safety Act* 2011
* To provide a safe and healthy work environment for all staff, patients, visitors, students, volunteers and contractors.
* *Smoke-Free Public Places Act* 2003 where smoking is banned in:
* enclosed public places or part of a public place that is covered including under a ceiling, roof or other structure
* at all outdoor eating and drinking places
* at a declared smoke free public place or event
* smoking in these spaces is a breach of the law and an offence to the person as well as the organisation
* in cars when children under 16 years are present
* at public transport waiting areas
* within 10 metres of children’s play equipment
* at all Government premises.

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| Scope |

This policy applies to staff, students, patients, visitors, volunteers, and contractors on-site at all CHS workplaces.

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| Roles & Responsibilities |

**Managers**

CHS managers must -

* ensure they are aware of the policy and their obligation to comply
* ensure patients are not given permission or enabled to go for smoking / vaping breaks
* ensure clinical staff have the necessary skills and knowledge to support patients to be smoke-free including encouraging completion of:
* Brief Tobacco Intervention e-learning and/or
* face-to-face workshops on Smoking Cessation and Managing Nicotine Dependence, available on Capabiliti.
* ensure staff who smoke:
* understand they are not required to quit smoking but are obliged to comply with the policy while at work
* are not given permission or enabled to go for smoking/vaping breaks
* are offered a range of support services to remain smoke-free at work including:
* 8 weeks NRT
* Quitline
* Smoking Cessation Clinic [ACTHealthCentralOutpatient-Referrals@act.gov.au](mailto:ACTHealthCentralOutpatient-Referrals@act.gov.au).
* ensure staff who persist with smoking on-site and/or enable patients to smoke, and/or fail to comply with a direction to provide their identity card and/or stop smoking while on CHS grounds, have disciplinary or performance management procedures applied and are informed that they may be referred to People and Culture
* liaise with People and Culture or the relevant HR Busuiness Partner where staff persist with smoking on-site and/or are anabling patients to smoke, and/or fail to comply with CHS Security Gurads’ reasonable requests for identification
* ensure staff accurately record their times of attendance in the workplace showing all approved breaks
* communicate information about the policy through available channels (eg at induction, staff emails, noticeboards, team meetings)
* reference this policy in all staff recruitment advertising and/or contract renewal and/or position descriptions by stating:
* *A smoke-free environment policy is effective at all ACT Government sites. Smoking or vaping is not permitted on any ACT Government site at any time.*
* address all complaints relating to monitoring or implementation of the policy, escalating to People and Culture as required; and
* understand that staff and patients who smoke may be dealing with a strong addiction.

**Staff**

CHS staff must -

* not smoke while on a CHS facility or workplace, including during paid meal breaks
* not request or be granted smoking breaks
* not enable or facilitate patients to smoke or vape
* must not include smoking in Patient Management Plans
* remain smoke-free while at work
* provide their identity card upon request from a CHS Security Officer and comply with any reasonable and lawful direction in a courteous and respectful manner
* not approach people who are smoking
* report incidents of smoking on CHS sites or workplaces to the CHS Security Operations Centre by phoning 512 45145; and
* follow the Smoking Cessation Clinical Pathway to manage patient nicotine dependence.

**Security Officers**

CHS Security Officers must -

* inform all people on CHS sites, facilities or workplaces of their responsibility to comply with the Smoke-Free Environment Policy and not smoke on-site
* provide support to staff in managing difficult behaviours, however if the behaviour relates to managing a patient’s nicotine dependence, clinical staff should ensure they have followed the Smoking Cessation Clinical Pathwya in the first instance
* advise the relevant line manager when a staff member is identified as being non-compliant with this policy
* not enable or facilitate patients smoking or vaping; and
* conduct foot patrols from time-to-time with a multi-agency compliance team consisting of City Rangers, ACT Policing Officers and CHS Security Officers and provide education and warnings to any patient, visitor or staff member who is smoking or littering on campus. Multi-agency compliance team members also have the power to issue infringement notices to non-compliant people.

**People and Culture**

Staff working in People and Culture are responsible for -

* overseeing implementation and communication strategies regarding this policy
* ensuring information is available on the Smoke-Free page of the intranet
* ensuring smoke-free signage, using the universal smoke-free symbol, is erected and maintained at all facilities entrances and exits, lifts and stairwells, courtyards, areas of congregation and in all CHS vehicles
* ensuring signage remains visible at all times and is well maintained; and
* providing support to managers to manage staff who breach this policy.

**Workforce Relations, People and Culture**

Staff working in the Workforce Relations Section of People and Culture are responsible for -

* Advising and supporting line managers with workforce relations advice, in relation to staff members who have been identified as being in breach of this policy.

**Infrastructure and Health Support Services**

Staff working in Infrastructure and Health Support Services are responsible for -

* Installing and maintaining signage related to the Smoke-Free Environment. Any signage that has been damaged or affected by graffiti will be replaced as soon as possible.

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| Evaluation |

**Outcome Measures**

* All CHS staff are aware of the policy
* The processes and services offered to assist staff and patients to remain smoke-free are utilised; and
* The incidence of smoking or vaping related RiskMan (clinical and staff incidents) entries is reduced every 6 months.

**Method**

Report to the Work Health Safety Peak Committee on a 12-monthly basis, the results of compliance monitoring and other activities to support a smoke-free environment, including smoking / vaping related RiskMan data, the number and details of CHS Security Operations Centre-issued cautions, consumer feedback and complaints, and NRT prescribed.

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| Related Policies, Procedures, Guidelines and Legislation |

**Policies**

* ACT Government Real Estate
* ACT Public Service Occupational Health and Safety Policy: Smoke-Free Workplaces
* Calvary Hospital Smoke-Free Workplace
* CHS Occupational Violence
* CHS Work Health Safety

**Procedures**

* CHS Managing Nicotine Dependence
* CHS Occupational Violence

**Legislation**

* *ACT Emergencies Act* 2004
* *ACT Litter Act* 2004
* *ACT Public Sector Management Act* 1994
* *ACT Smoke-Free Public Places Act* 2003
* *ACT Smoke-Free Public Places Regulation* 2005
* *ACT Tobacco and Other Smoking Products Act* 1927
* *ACT Work Health and Safety Act* 2011
* *Charter of Health Care Rights* 2019
* *Human Rights Act* 2004 *(ACT)*
* *Smoking in Cars with Children (Prohibition) Act* 2011
* *Tobacco and Other Smoking Products Act* 1927

**Other**

**•** Australian Charter of Healthcare Rights

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| Definition of Terms (only use this section if needed, delete if not needed) |

**Brief Tobacco Intervention**: 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 CHS 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.

**Facility:** a place, amenity, or piece of equipment provided for a particular purpose, CHS -owned buildings, grounds and vehicles, including those being leased to other parties.

**Inpatient:** Refers to any patient admitted to any CHS facility.

**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. Available in patches, gum, spray or lozenges.

**Outpatient:** Refers to any person who visits a CHS facility for health services without being admitted.

**Patients**: Refers to any patient of CHS, including both inpatients and outpatients.

**Second-hand smoke:** Smoke or vape inhaled by being near a person who is smoking or vaping.

**Smoking products:** a tobacco product, herbal product, personal vaporiser (e-cigarette) or personal vaporiser related product.

**Staff**: Any person performing work for CHS, on a permanent, temporary or casual basis, including volunteers, contractors, Security Officers, visiting medical officers, students, consultants, and researchers performing work within CHS facilities.

**Tenants:** Any person or organisation leasing a CHS-owned facility.

**Third-hand smoke:** Residual nicotine and other chemicals left on surfaces by tobacco smoke.

**Vaping:** The action of inhaling and exhaling vapour containing nicotine and flavouring produced by a device designed for this purpose.

**Visitors:** Any person entering a CHS facility, for any purpose whatsoever, who is not a staff-member or patient.

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| Search Terms |

Smoke; Smoking; Smoke Free; smoke-free; Smoke Free Environment; Cigarettes; Electronic cigarettes; E-cigarettes; Tobacco; vape; vaping; nicotine; NRT.

**Disclaimer**: *This document has been developed by Canberra Health Services specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and Canberra Health Services assumes no responsibility whatsoever.*

*Policy Team ONLY to complete the following:*

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| *Date Amended* | *Section Amended* | *Divisional Approval* | *Final Approval* |
| *02 December 2021* | *Complete Review* | *Kalena Smtiham, EGM-P&C* | *CHS Policy Committee* |
| *03 December 2021* | *Added the 3rd last paragraph under Alerts Section.* | *Kalena Smitham, EGM-P&C* | *CHS Policy Committee* |
| *04 January 2022* | *Amended made on page 2 – added the 4th and 5th dot points under Smoke-Free Public Places Act 2003 where smoking is banned.* | *Sue-Ella McGufficke, Assistant Director – MyHealth Staff Health and Wellbeing* | *CHS Policy Team* |

*This document supersedes the following:*

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| *Document Number* | *Document Name* |
| *DGD18-012* | *Smoke Free Environment* |
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