

## SMOKEFREE

### Overview

#### Purpose

To enable ADHB to contribute to the reduction of harm caused by smoking and meet key New Zealand Health Strategy priority population health objectives by:

- Implementing systems that actively support patients to become smokefree
- Providing healthy, smokefree environments for all employees, patients and visitors and support for staff to stop smoking

#### Scope

This policy applies to all ADHB employees, patients, visitors, volunteers, contractors and others accessing ADHB. It applies to all buildings, grounds and vehicles owned or occupied by ADHB, including ADHB sponsored business and social events. It applies to all vehicles entering into ADHB grounds.

#### Associated Documents

The table below indicates other documents associated with this policy.

Type	Document Titles
Board Policies	<ul style="list-style-type: none"> <li>• <a href="#">Calming &amp; Restraint Training</a></li> <li>• <a href="#">Complaints Management</a></li> <li>• <a href="#">Discipline &amp; Dismissal</a></li> <li>• <a href="#">Health &amp; Safety</a></li> <li>• <a href="#">Motor Vehicles - Board</a></li> <li>• <a href="#">Uniform, Surgical Attire / Scrub Clothing &amp; Professional Presentation</a></li> </ul>
Health & Safety	<a href="#">Staff Accidents / Incident / Occurrence Reporting, Recording &amp; Investigation</a>
Legislation	<ul style="list-style-type: none"> <li>• Smoke-free Environments Act 1990</li> <li>• Health &amp; Safety in Employment Act 1992</li> </ul>

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## SMOKEFREE

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### Overview, Continued

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<b>Type</b>	<b>Document Titles</b>
References	<ul style="list-style-type: none"><li>• MoH Strategy – New Zealand Health Strategy 2000</li><li>• Clearing the Smoke - A five-year plan for Tobacco Control in New Zealand (2004-09)</li><li>• The NZ Cancer Control Strategy Action Plan 2005 – 2010</li></ul>

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# SMOKEFREE

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## Smokefree Environments

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### Policy Statements

No smoking is permitted by anyone inside ADHB buildings (including staff residences), grounds, offices and vehicles. No smoking on grounds includes: boundary fences, gardens, entrances and steps.

There are special provisions only for patients in inpatient Mental Health Services, who may smoke in designated smoking areas. There are no special provisions for staff.

All ADHB Staff must not smoke publicly while in their health professional role. ADHB staff members who wish to leave ADHB facilities to smoke may do so during designated meal/tea breaks but are required to conceal any reference to them being identified as ADHB employees (while smoking). ID badges should be removed and uniforms covered.

All ADHB policies, processes and systems will be amended to reflect the requirements of this policy.

All ADHB business and social functions will be smokefree.

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## SMOKEFREE

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### Smokefree Environments, Continued

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#### Information & Communication

##### Patients and visitors:

- Patients will be informed of the Smokefree policy at the time of admission or outpatient appointments
- Elective service appointments letters will include reference to the Smokefree policy
- Patients must sign the “Intention to Leave Hospital Grounds” form CR2159 when leaving the premises to smoke. This only needs to be completed once on admission.
- Smokefree signage will be visible at all entrances to buildings and grounds

##### Staff:

- Staff will be informed of the Smokefree policy at recruitment, appointment and orientation and through ADHB internal communication processes
  - Smokefree clauses will be incorporated into all new employment agreements
  - The Smokefree policy and procedures will be reviewed every two years - in consultation with employees and unions
  - Staff have the right to refuse to take patients offsite to smoke.
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#### Smoking Cessation Programmes

##### Staff:

- Occupational Health & Safety provide smoking cessation support for staff who wish to quit smoking. Programme information is available on the Occupational Health & Safety intranet site
- Nicotine Replacement Therapy (NRT) will be available at ADHB onsite pharmacies

##### Patients:

- All cardiac, cardio-thoracic and respiratory patients who wish to quit smoking can be referred to the Smoking Cessation Specialist. Ext: 26591 Locator: 934035 or other appropriate services
  - All pregnant women / their families and parents of child patients can be referred to Smokechange Ph: 357-0781 or other similar programmes
  - All other patients can be referred to recognised and culturally appropriate smoking cessation programmes
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Section:	Facilities & Equipment	Issued by:	Executive Director of Nursing
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## SMOKEFREE

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### Smokefree Environments, Continued

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- Tobacco Products** Tobacco products must not be sold or advertised on Auckland District Health Board premises. ADHB will not seek or accept sponsorship from any tobacco manufacturer or company.
- Staff may not purchase tobacco products on behalf of patients or supply tobacco products to patients.
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- Written Policy** This written policy must be supplied to any employee, prospective employee or employee representative on request.
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- Concerns & Complaints** Staff concerns about any hazard in the workplace can be documented on the Hazard Identification Form available on the intranet.
- Complaints from patients and / or visitors can be made to Complaints Coordinator, Quality & Safety, Level 1, Building 10, Greenlane Clinical Centre.
- Written complaints will be processed according to current Complaints Management Policy.
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- Compliance** Staff:
- Non-compliance with this policy by an employee is considered misconduct. RC Managers will discuss and address non-compliance with their staff in accordance with the ADHB Discipline & Dismissal Policy.
  - Where Security staff observe ADHB employees breaching the Smokefree Policy, they are authorised to request that the employee provide their staff ID for inspection by Security. Employees will comply with such requests. Security staff will advise the employee's line manager of their observations and the matter may be dealt with in the context of the Discipline & Dismissal Policy.
  - Employees should not enter into any debate with security staff regarding the ADHB Smokefree policy. Any issues or concerns should be addressed with their immediate manager.
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## SMOKEFREE

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### Smokefree Environments, Continued

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#### **Compliance** *Continued*

#### Patients and visitors:

- Security staff have a responsibility to inform and assist with the enforcement of the ADHB Smokefree policy.
- ADHB employees are encouraged to inform patients and visitors who smoke onsite that ADHB is smokefree and that they must go off-site to smoke. The role of staff is to advise not enforce.

The following statement could be used, *“Excuse me. You may not know but our hospital and grounds are Smokefree. If you wish to smoke you will need to go (direct to the nearest exit)”* then move on and avoid being drawn in to a debate.

Patients and visitors who continue to smoke after being asked by Security staff to go off-site will be warned that further failure to stop smoking on-site may result in their being asked to leave under the Trespass Act 1980.

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#### **Vision for the Future**

The three DHBs across the Auckland regional (namely, Auckland DHB, Counties Manukau DHB and Waitemata DHB) have committed to Smokefree systems.

ADHB has made an initial commitment to this project and will ensure that by 2008:

- All patients who smoke or are exposed to smoke in the home will be identified
  - All front-line health staff will be offered training in effective brief interventions for smoking cessation / smoke change
  - All patients who smoke or are exposed to smoke in the home will receive frequent and brief interventions for smoking cessation / smoke change
  - Dedicated Smokefree services will be established.
  - Mental health services will be smokefree by 2010
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