

	<h1 style="margin: 0;">Smoke-Free Workplace Policy and Procedure</h1>	<p style="text-align: center;">Policy Number <i>WCDHB-OSH-0009</i></p>	<p style="text-align: center;">Version Nos: 10</p>
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1. Purpose

The purpose of this Policy is to describe the West Coast District Health Board’s Smokefree strategies and systems to encourage and support smokefree lifestyles for all.

West Coast District Health Board(WCDHB) has a significant leadership responsibility within the West Coast community and this policy is designed to demonstrate and model health leadership.

WCDHB, as an employer, is legally obligated to protect the health and safety of employees and visitors to its workplaces (includes hospital patients and visitors) from the effects of identified hazards which includes second hand smoke.

As a funder of publicly-funded health and disability support services within the West Coast community, WCDHB expects/requires that all contracted providers of services will implement appropriate smokefree policies.

As a provider of health services, WCDHB has an obligation to ensure patients receive a standard of care that is consistent with current evidence-based best-practice. This requires that the smokefree status of every patient is identified and documented; that every smoke-exposed patient is provided with appropriate information and support to become smokefree; and that staff are appropriately skilled and knowledgeable.

2. Policy Statement

The WCDHB requires that:

- All WCDHB buildings and vehicles will be smokefree – no exceptions.
- All WCDHB outdoor areas will be smokefree
- All privately owned vehicles whilst on WCDHB grounds will be smokefree.
- All WCDHB patients/clients will be asked about their smoking status as part of their admissions process.
- All WCDHB patients/clients identified as smoke exposed will be offered appropriate smoke free interventions.
- All WCDHB inpatients who are assessed as at risk of nicotine dependence will be offered the option of assistance in the management of their nicotine dependency.
- All WCDHB staff will receive smokefree education appropriate to their role and responsibilities.
- Responsibility for the coordination of smokefree activities within the WCDHB will be assigned to a clearly dedicated staff member.
- All WCDHB employees will have access to smokefree support services.
- All providers of health and disability services funded by the WCDHB will have written contractual obligations outlining the establishment and implementation of appropriate smokefree policies
- The WCDHB will provide an appropriate range and volume of cessation services.

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4. Scope

This Policy applies to all WCDHB services: to all staff; to all patients/clients, visitors, volunteers, contractors and others working on or accessing WCDHB sites; and to all contracted service providers.

5. Roles & Responsibilities

For the purpose of this Smokefree/Auahi Kore Policy:

The Chief Executive Officer (CEO)/Executive Management Team shall have responsibility for:

- Supporting and resourcing activities and systems to achieve and maintain the objectives of this Policy.

WCDHB Smokefree committee will meet quarterly to:

Monitoring compliance with

- Smokefree patient identification systems
- Smokefree patient intervention systems throughout inpatient and outpatient services at all WCDHB sites.
- Reports to monitor compliance will be generated and distributed to the CEO and Executive management Team Assistant for attention and action as required.
- Ensuring appropriate communications to patients/clients and visitors and that the wider community is informed of the WCDHB Smokefree / Auahi Kore policy.

Planning and Funding will have responsibility for:

- Ensuring all contracted providers will establish and implement appropriate Smokefree / Auahi Kore policies.
- Ensuring appropriate range and level of cessation services are available, to complement services provided nationally, to meet the cessation needs of all members of the community.

Human Resources Team will have responsibility for:

- Ensuring Smokefree information included all WCDHB job descriptions and Orientation Programmes for new staff

Occupational Safety and Health Team will have responsibility for:

- Supporting, implementing and monitoring systems to support WCDHB employees to become smokefree.

Smoking Cessation Advisors / Practitioners will have responsibility for:

- Providing a Quit Smoking program.
- Assisting in the provision of smokefree education to staff.

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Service Managers / Unit Managers / Team Leaders / Clinical Nurse Managers will have responsibility for:

- Supporting systems in Clinical areas to achieve 100% smokefree patient/client status identification.
- Supporting systems in Clinical areas to achieve 100% smokefree patient/client interventions to those identified as smoke-exposed.
- Ensuring all staff within their service understand and comply with this policy.
- Investigating and managing breaches of this policy by staff, patients/clients and visitors.
- Ensuring all staff in their area participate in smokefree education appropriate to their role.
- Ensuring all staff in their area are aware of smokefree support services for them.
- Promoting and encouraging a smokefree lifestyle to all staff, patients/clients and visitors.

All WCDHB Staff will have responsibility for:

- Promoting and encouraging a smokefree lifestyle to all staff, patients/clients and visitors.
- Complying with the Smokefree / Auahi Kore Policy.
- Informing patients/clients and visitors of the WCDHB Smokefree / Auahi Kore Policy.

All patients/clients, visitors and volunteers will have responsibility for:

- Complying with all relevant WCDHB Policies and Procedures

7. Legislative Requirements

Smoke Free Environments Act (1990) and subsequent Amendments (2003)

Health and Safety in Employment Act (1992) and subsequent Amendments (2002)

8. Related Procedures

WCDHB Management of Nicotine Dependent patients

WCDHB Complaints Procedure

WCDHB Staff Discipline Procedure

WCDHB Health and Safety Policy

WCDHB Visitor and Support Person Procedure

9. Reference Documents & References

Hawk's Bay District Health Board Smokefree/ Auahi Kore Policy

System First Draft Smokefree Policy

Fiore MC, Bailey WC, Cohen SJ, et al. Treating Tobacco Use and Dependence. Clinical Practice Guideline. Rockville MD: US Department of Health and Human Services. Public Health Services. June 2000

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Revision History	Version:	10
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