

OFFICIAL

SA Health

# Policy

## Smoke-Free

Version 4.0

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PDS Reference No: D0181



Government  
of South Australia

SA Health

## 1. Name of policy

Smoke-Free

## 2. Policy statement

This policy provides the mandatory requirements to support the prohibition of smoking and e-cigarette use at all SA Health entities, including all buildings, structures, outdoor areas and government vehicles.

## 3. Applicability

This policy applies to all employees and contracted staff of SA Health; that is all employees and contracted staff of the Department for Health and Wellbeing (DHW), Local Health Networks (LHNs) including state-wide services aligned with those Networks and SA Ambulance Service (SAAS).

## 4. Policy principles

SA Health's approach to being smoke-free is underpinned by the following principles:

- > We protect the health of staff, consumers, contractors and visitors from passive smoking.
- > We assist staff and consumers who wish to address their tobacco and e-cigarette use.
- > We provide a clear message to the community that all SA Health entities are committed to reducing the harm caused by smoking by providing safe and health promoting smoke-free services.
- > We ensure that staff, consumers, contractors and visitors are aware that smoking, including e-cigarette use, is not permitted at all South Australian public health services and SA Health entities including all buildings, structures, outdoor areas, and government vehicles.

## 5. Policy requirements

### Smoke-Free Environments

DHW, LHNs and SAAS must ensure:

- > Clear and consistent signage is displayed prominently on and in all SA Health premises, including the boundaries of premises, and must communicate that smoking is not permitted.
- > Appropriate cigarette disposal bins are provided at the boundaries of all SA Health premises.
- > All contracts that engage the work of contractors, including lease agreements for services such as cafeterias, stipulate that smoking or using e-cigarettes is not permitted, and is a condition of the agreement.
- > All new contracts such as lease agreements and service provision agreements entered into with SA Health entities stipulate that smoking or using e-cigarettes by any of the parties or their contractors on the premises of SA Health entities is not permitted.
- > Policy implementation is supported through the development of local health network service procedures to address site specific circumstances, as well as staff and consumer/patient needs.

## Support for Consumers

DHW, LHNs and SAAS must ensure:

- > All consumers are assessed for their smoking status and intention to quit when receiving a service.
- > Consumer facing staff have undertaken appropriate training to ensure that all inpatients identified as being nicotine dependent are offered timely and appropriate assistance with nicotine withdrawal management.
- > All non-inpatient health service consumers identified as smoking are provided with information about options to quit, including:
  - referral to the Quitline
  - offered access to at-cost nicotine replacement therapy (NRT), and
  - advised that some medication assisted treatments are available at a reduced cost under the Pharmaceutical Benefits Scheme (PBS).
- > All inpatient health service consumers identified as being nicotine dependent are routinely offered assistance with nicotine withdrawal management, including free NRT, or alternative medication assisted treatment and other supports as required for the duration of their inpatient stay.
- > Upon discharge, all inpatients receiving quit smoking or nicotine withdrawal management support are offered access to medication assisted treatments (providing information if a co-payment is required), quit smoking information such as [besmokefree.com.au](http://besmokefree.com.au) and referral to smoking cessation support such as the Quitline.
- > Interventions for consumers are focused on assessment and quit smoking support through information and counselling. Although NRT can be a useful intervention, it must occur in conjunction with assessment and counselling, which most consumers will find helpful as a first line of support.

## Support for Staff

DHW, LHNs and SAAS must ensure:

- > Support for their staff to quit smoking by providing free assessment, planning and individualised counselling such as through the Quitline (137 848). This must be regularly communicated to all staff.
- > A full course of NRT is easily accessible, up to two times per year, for any staff member assessed as being nicotine dependent.
  - NRT must be provided to staff at cost price through existing pharmacy budgets of each health service or administrative unit.
  - To access NRT, staff must register with a quit support program through the Quitline or SA Health.
  - Staff must be advised that some NRT products and other medication assisted treatments are available at a reduced cost through the Pharmaceutical Benefits Scheme.
- > Quit smoking support is available to any SA Health entity staff member as part of Employee Assistance Programs (EAP).

## Smoke-Free Workplaces

DHW, LHNs and SAAS must ensure:

- > Staff are not compelled to make home visits where a consumer or others are smoking. In this instance, staff must be supported to request that consumers or others not smoke or use e-cigarettes on the premises when making home visits, and to choose to leave the home if smoking or the use of e-cigarettes continues.
- > All advertisements and public notices for employment state that SA Health is a smoke-free workplace.
- > Staff residing within SA Health provided living accommodation that is not on SA Health premises, do not smoke or use e-cigarettes inside the property or within seven metres of entrances, exits and ventilation points.

Staff must:

- > Only smoke or use e-cigarettes during their own time or during a recognised (award) rest break, and smoking must occur off SA Health premises.
- > Not smoke or use e-cigarettes during their work hours in the presence of consumers and/or when representing their employer in a public or educational role, whether on or off any SA Health premises.
- > Not supply consumers with tobacco or e-cigarette products. Public health services must not pay for tobacco or e-cigarette products for consumers or staff.

## 6. Mandatory related documents

The following documents must be complied with under the Policy, to the extent that they are relevant:

- > [South Australian Tobacco Control Strategy](#)
- > [Tobacco and E-Cigarette Products Act 1997](#)
- > [Work Health and Safety Act 2012](#)

## 7. Supporting documents

- > [Fact Sheet - SA Health Smoke-Free Policy – Support Guide.](#)

## 8. Definitions

- > **E-cigarette** (known as an electronic cigarette): means a device that is designed to generate or release an aerosol or vapour for inhalation by its user in a manner similar to the inhalation of smoke from an ignited tobacco product or any other e-cigarette product defined under the *Tobacco and E-Cigarette Products Act 1997*.
- > **Enclosed:** means a structure that is fully enclosed or partially enclosed by a ceiling/roof and walls such that the combined area of the ceiling (includes shade sails and umbrellas) and wall surface exceeds 70% of the total ceiling/wall area. An area without a ceiling/roof will not be considered enclosed. Smoking is banned in all enclosed public places and workplaces under the *Tobacco and E-Cigarette Products Act 1997*.
- > **Medication assisted treatments:** means medicines that have been shown to be effective and are licensed for smoking cessation in Australia. Currently these are nicotine replacement therapy (NRT), Varenicline and Bupropion. NRT, Varenicline and Bupropion are available on the PBS.

The PBS requires that these medicines be provided only in combination with quit smoking counselling.

- > **Nicotine replacement therapy (NRT):** means products designed for therapeutic use to replace nicotine obtained from smoking tobacco. NRT products are available on prescription (to receive products subsidised under the PBS) and over the counter in pharmacies and (in some forms) in supermarkets.
- > **Passive smoking:** means the inhalation of second-hand tobacco smoke, which is a combination of side-stream smoke (smoke from a burning cigarette) and mainstream smoke exhaled by a smoker. The term also relates to the second-hand inhalation of e-cigarette vapour.
- > **SA Health premises:** means buildings, structures, outside areas and employer vehicles owned, leased, occupied or controlled by SA Health entities, including the Department for Health and Wellbeing.
- > **Smoke:** means
  - in relation to a tobacco product - to smoke, hold, or otherwise have control over, an ignited tobacco product; or
  - in relation to an e-cigarette – to inhale from, hold or otherwise have control over, an e-cigarette that is in use.
- > **Smoke-free:** means that no smoking or using e-cigarettes is permitted on the premises.
- > **Staff:** means all employees of SA Health entities, volunteers, students and those working on behalf of SA Health entities.
- > **Statewide services:** means Statewide Clinical Support Services, Prison Health, SA Dental Service, BreastScreen SA and any other state-wide services that fall under the governance of the Local Health Networks
- > **Tobacco product:** means a cigarette, cigar, cigarette or pipe tobacco and any other tobacco product defined under the *Tobacco and E-Cigarette Products Act 1997*.

## 9. Compliance

This policy is binding on those to whom it applies or relates. Implementation at a local level may be subject to audit/assessment. The Domain Custodian must determine the appropriate organisation to oversee compliance with this policy, in accordance with the requirements of the [Integrated Compliance Policy](#).

Any instance of non-compliance with this policy must be reported to the Domain Custodian for the Public Health Policy Domain and the Domain Custodian for the Risk, Compliance and Audit Policy Domain.

## 10. Document ownership

Policy owner: Domain Custodian for the Public Health Policy Domain

Title: Smoke-Free Policy

Objective reference number: A5116244

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## 11. Document history

Version	Date approved	Approved by	Amendment notes
4.0	15/09/2023	Chief Public Health Officer	Formally reviewed and revised into the new Policy Framework templates and requirements.
3.0	06/11/2017	SA Health Policy Committee	Formally reviewed and revised in line with 3 year scheduled timeline for review.
2.0	21/03/2013	Portfolio Executive	Formally reviewed and revised in line with 3 year scheduled timeline.
1.0	31/05/2010	Portfolio Executive	Original Portfolio Executive approved version.

## 12. Appendices

Appendix 1: Smoke-Free Mandatory Instruction

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The following Instruction must be complied with by all LHNs and health services to meet the requirements of this policy.

### 1. Monitoring and Reporting

- 1.1 Each LHN and health service must undertake monitoring and reporting on the performance of this Policy. It is important that each health service collects information on a regular basis.
- 1.2 Smoking status of all inpatients and outpatients must be assessed and recorded.
- 1.3 The information collected by each LHN and health service must be reported on within their Service Level Agreements.

### 2. Breaches

- 2.1 Staff who breach this policy in the first instance must be counselled by supervisors or managers, including clear explanation of this policy. Quit smoking support must be offered if appropriate.
  - Where subsequent breaches occur, formal disciplinary action must be considered by the supervisor or manager in line with workplace procedures.
- 2.2 Contractors in breach of the Policy must be made aware of the Policy and asked to comply or leave the premises.
  - Subsequent breaches must be reported by the health service to the contracted company's management.