

# Smoke-free Policy Directive

Version No.: 3.0  
Approval date: 6 November 2017

INFORMAL COPY WHEN PRINTED



**Government  
of South Australia**

SA Health

# Contents

1.	Policy Statement.....	3
2.	Roles and Responsibilities .....	3
3.	Policy Requirements.....	4
4.	Implementation & Monitoring.....	6
5.	National Safety and Quality Health Service Standards.....	7
6.	Definitions.....	7
7.	Associated Policy Directives / Policy Guidelines and Resources .....	8
8.	Document Ownership & History .....	8

INFORMAL COPY WHEN PRINTED

# Smoke-free Policy Directive

## 1. Policy Statement

---

Tobacco smoking is the leading cause of preventable disease and death in South Australia. It is responsible for 1,140 South Australian deaths each year and is associated with the annual loss of 57,275 hospital bed days. Reducing smoking prevalence reduces the burden of disease caused by tobacco and its impact on the health system.

Smoking is prohibited at all South Australian public health services and SA Health entities including all buildings, structures, outdoor areas, and government vehicles. This policy applies to all SA Health employees, consumers, visitors, contractors and all other persons entering SA Health premises.

All South Australian public health services must provide assistance to staff and consumers who wish to address their tobacco smoking. This includes providing information, advice and referral, as well as nicotine replacement therapies (NRT), where appropriate. Nicotine withdrawal management must be provided for nicotine dependent patients, and patients must be encouraged to not smoke tobacco while receiving an inpatient service.

The purpose of the Smoke-free Policy is to:

- Protect the health of SA Health entity staff, consumers, contractors and visitors from passive smoking
- Assist staff and consumers who wish to address their tobacco use
- Provide a clear message to the community that all SA Health entities are committed to reducing the harm caused by tobacco smoking by providing safe and health promoting smoke-free services.

The policy is consistent with:

- *Work Health and Safety Act 2012*
- *Tobacco Products Regulation Act 1997*
- South Australian Tobacco Control Strategy 2017-2020
- South Australia's Strategic Plan, Target 80 – *Reduce the smoking rate to 10% of the population, and halve the smoking rate of Aboriginal South Australians, by 2018.*

## 2. Roles and Responsibilities

---

The Smoke-free Policy applies to all persons entering SA Health premises, including all SA Health entity (and administrative unit) staff and volunteers, students and researchers, as well as consumers, contractors and visitors.

The Chief Executive, Department for Health and Ageing has responsibility for implementing this policy across South Australian public health services. Leaders across local health networks and individual health services, including Chief Executive Officers, Executive Directors, Directors, Managers, and Team Leaders have responsibility to implement the policy at the local level.

The Chief Executive, Department for Health and Ageing as responsible officer, has ultimate responsibility for the effective implementation of this policy. As far as is reasonably practicable, the Chief Executive must ensure that:

- all levels of management are aware of their responsibilities in relation to maintaining a smoke free workplace;
- all employees, consumers, visitors and contractors are aware of their responsibilities in relation to this policy;
- adequate resources are made available to implement this policy.

Chief Executive Officers, Executive Directors, Directors, Managers, Team Leaders and Supervisors have direct responsibility for:

- implementing the policy's strategies;
- ensuring appropriate training and staff support is provided;
- consulting employees about the policy;
- monitoring their staff to ensure compliance with this policy;
- ensuring their staff are adequately informed about the policy and the penalties that can possibly be applied for breaches.

Employees are responsible for:

- participating in the implementation of this policy;
- complying with this policy and any local established procedures;
- informing all those entering SA Health premises of the policy where appropriate;
- protecting their own health and safety at work and the health and safety of fellow workers;
- ensuring that tobacco smoking or using electronic cigarettes only occurs in their own time or during a recognised (award) rest break;
- extinguishing their cigarettes before they arrive on SA Health premises and reducing environmental waste and cleaning costs by not littering (eg, putting all cigarette butts in bins).

Each local health network is required to support the policy through development and implementation of local level procedures. The purpose of this is to ensure that each health service complies with the policy in a way that addresses site specific circumstances, as well as staff and consumer/patient needs.

### 3. Policy Requirements

---

To comply with the policy, all hospitals, health services and administrative units must ensure that they implement the following components.

#### 3.1 Support for Consumers

- 3.1.1 All consumers must be informed of the policy.
- 3.1.2 All consumers must be assessed for their tobacco smoking status and intention to quit when receiving a service.
- 3.1.3 All (non-inpatient) health service consumers identified as smoking tobacco must be 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.
- 3.1.4 To encourage consumers not to smoke while receiving treatment, a proactive approach to managing nicotine withdrawal must be taken for all inpatients identified as being nicotine dependent. Inpatients must be 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.
- 3.1.5 Upon discharge, all inpatients receiving quit smoking or nicotine withdrawal management support must be provided with access to medication assisted treatments (a co-payment may be required) quit smoking information and referral to smoking cessation support such as the Quitline.

- 3.1.6 Interventions for consumers must be focused primarily on tobacco assessment and quit smoking support through information and counselling. Although NRT can be a useful intervention, it is to occur in conjunction with assessment and counselling, which most consumers will find helpful as a first line of support.

### **3.2 Support for Staff**

- 3.2.1 All SA Health entities must provide support to their staff to quit smoking by providing free assessment, planning and individualised counselling such as through the Quitline (137 848). This is to be regularly communicated to all staff.
- 3.2.2 A full course (eg 10-12 weeks) of NRT must be made easily accessible, up to two times per year, for any staff member assessed as being nicotine dependent. This is to 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 also be advised that some NRT products and other medication assisted treatments are available at a reduced cost under the Pharmaceutical Benefits Scheme.
- 3.2.3 Quit smoking support must be made available to any SA Health entity staff member as part of Employee Assistance Programs (EAP).

### **3.3 Smoke-free Environments**

- 3.3.1 Smoking and using electronic cigarettes is prohibited at all SA Health services, including all buildings, structures, outdoor areas, and government vehicles. This applies to all persons entering any SA Health premises, including the entire outdoor area. All new contracts (eg lease agreements and service provision agreements) entered into with SA Health entities will stipulate that smoking or using electronic cigarettes by any of the parties or their contractors on SA Health entities premises is prohibited. The policy also extends to lessees who lease premises from SA Health entities (in the absence of any express exemption in their contract).
- 3.3.2 Clear and consistent signage must be displayed prominently on and in all SA Health premises, including the boundaries of premises, and must communicate the Policy, stating clearly that smoking is not permitted.
- 3.3.3 Appropriate cigarette disposal bins are to be provided at the boundaries of all SA Health Premises, at the discretion of each health service.
- 3.3.4 All contracts that engage the work of contractors, including lease agreements for services such as cafeterias, must stipulate that smoking or using electronic cigarettes is prohibited and is a condition of the agreement.
- 3.3.5 All advertisements and public notices for employment must state that SA Health is a smoke-free workplace.
- 3.3.6 Staff who wish to smoke or use electronic cigarettes must do so only during their own time or during a recognised (award) rest break, and smoking must occur off SA Health premises.
- 3.3.7 Staff must not supply consumers with tobacco or electronic cigarette products. No public health service is to pay for tobacco or electronic cigarette products for consumers or staff.
- 3.3.8 Staff can request consumers or others not smoke or use electronic cigarettes on the premises when making home visits. Staff may choose to leave the home if smoking or the use of electronic cigarettes continues and may make alternative arrangements for the provision of services.

- 3.3.9 Staff must not smoke or use electronic 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.
- 3.3.10 Where SA Health provides living accommodation for staff that is not on SA Health premises, staff are prohibited from smoking or using electronic cigarettes inside the property and it is preferable that they do not smoke or use electronic cigarettes within 7 metres of entrances, exits and ventilation points.

### 3.4 Compliance

- 3.4.1 SA Health entity staff must inform consumers, visitors and contractors of this policy where appropriate. This must be achieved through an educative approach and breaches of the policy dealt with in a non-confrontational manner.
- 3.4.2 All consumers and visitors who breach smoking restrictions must be informed of the policy and asked to comply. If the breach continues, the person may be asked to leave the premises and subsequent breaches reported to a Supervisor or Manager, or to security staff/authorised officers. It is important that staff do not use a confrontational approach to achieve compliance with smoking restrictions and should avoid any situation where there is risk of violence or injury.
- 3.4.3 Staff who breach the policy in the first instance must be counselled by supervisors or managers, including clear explanation of the policy. Quit smoking support is to be offered if appropriate. If further breaches occur, formal disciplinary action may be taken by the supervisor or manager in line with workplace procedures. All staff must be informed of the policy, including any local procedures in place to address breaches.
- 3.4.4 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 and cancellation of the contract may result.
- 3.4.5 Fines for smoking of tobacco products in prohibited areas can be issued by authorised officers under the by-laws of incorporated hospitals in accordance with the *Health Care Act 2008*. These by-laws do not cover the use of electronic cigarettes and therefore fines under the *Health Care Act 2008* cannot be issued for the use of electronic cigarettes.
- 3.4.6 SA Health entities recognise that discretion is required when enforcing the policy for consumers and visitors in distress. If smoking or use of e-cigarettes takes place on SA Health premises by consumers and visitors who are highly distressed, staff should apply the policy in a flexible way that does not add further distress to the situation. This applies to 'once off' circumstances and must not be used to enable regular smoking or use of electronic cigarettes on health sites by consumers. Managers and staff are encouraged to discuss ways to address such situations appropriately.

## 4. Implementation & Monitoring

---

### 4.1 Information and Training

All staff must be provided with information on the three components of the policy; support for consumers; support for staff; and smoke-free environments. All new staff must be informed of the policy during their induction.

To ensure that all inpatients identified as being nicotine dependent are offered timely and appropriate assistance with nicotine withdrawal management, training on nicotine withdrawal management must be provided to staff, appropriate to their role within the hospital, health service or administrative unit.

#### 4.2 Communication

This policy must be regularly communicated to staff, consumers, contractors and visitors such as through staff induction procedures, and consumer information handouts.

#### 4.3 Monitoring and Reporting

Each local health network is responsible for monitoring and reporting on the performance of the policy. It is important that each health service collects information on a regular basis.

Areas for monitoring and reporting include:

- Recording of the smoking status of all inpatients and outpatients.
- All nicotine dependent inpatients are offered nicotine withdrawal support.
- All identified smokers are provided with information about options to quit, including referral to the Quitline and/or a general practitioner.

The information collected by each health service must be reported on within their Service Level Agreements.

## 5. National Safety and Quality Health Service Standards

---

N/A

## 6. Definitions

---

In the context of this document:

- **electronic cigarette, also known as e-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 Products Regulation Act 1997*.
- **enclosed** means a structure is considered to be enclosed if it 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 Products Regulation 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. Nicotine Replacement Therapy, Varenicline and Bupropion are available on the Pharmaceutical Benefits Scheme (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 Pharmaceutical Benefits Scheme) 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 from a burning cigarette and mainstream smoke exhaled by a smoker.

- **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 Ageing.
- **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 electronic cigarette – to inhale from, hold or otherwise have control over, an electronic-cigarette that is in use.
- **smoke-free** means that no smoking or using electronic 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.
- **tobacco product** means a cigarette, cigar, cigarette or pipe tobacco and any other tobacco product defined under the *Tobacco Products Regulation Act 1997*.

## 7. Associated Policy Directives / Policy Guidelines and Resources

[Tobacco Products Regulation Act 1997](#)  
[Work Health and Safety Act 2012](#)  
[South Australian Tobacco Control Strategy 2017-2020](#)  
[South Australia's Strategic Plan, Target 80](#)

## 8. Document Ownership & History

**Document developed by:** Drug and Alcohol Services South Australia

**File / Objective No.:**

**Next review due:** 01/07/2021

**Policy history:** Is this a new policy (V1)? **N**  
 Does this policy amend or update an existing policy? **Y**  
 If so, which version? V2.0  
 Does this policy replace another policy with a different title? **N**  
 If so, which policy (title)?

Approval Date	Version	Who approved New/Revised Version	Reason for Change
06/11/17	V3.0	SA Health Policy Committee	Formally reviewed and revised in line with 3 year scheduled timeline for review.
21/03/13	V2.0	Portfolio Executive	Formally reviewed and revised in line with 3 year scheduled timeline.
31/05/10	V1.0	Portfolio Executive	Original Portfolio Executive approved version.