

NSW Health Smoke-free Health Care Policy

Document Number PD2015_003

Publication date 13-Jan-2015

Functional Sub group Corporate Administration - Governance
Clinical/ Patient Services - Medical Treatment
Population Health - Health Promotion

Summary This policy mandates that NSW Health facilities, vehicles and grounds are smoke-free.

Replaces Doc. No. Smoke Free Workplace Policy - Progression of the NSW Health [PD2005_375]

Author Branch Centre for Population Health

Branch contact Centre for Population Health 02 9391 9951

Applies to Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division, Community Health Centres, Dental Schools and Clinics, NSW Ambulance Service, Ministry of Health, Public Health Units, Public Hospitals, NSW Health Pathology, Cancer Institute (NSW)

Audience All staff

Distributed to Public Health System, Divisions of General Practice, Environmental Health Officers of Local Councils, Government Medical Officers, Ministry of Health

Review date 13-Jan-2020

Policy Manual Patient Matters

File No. H13/5550

Status Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

NSW HEALTH SMOKE-FREE HEALTH CARE POLICY

PURPOSE

The aim of this Policy Directive is to reduce the risks to health associated with tobacco use by clients, staff and visitors to NSW Health facilities and the community's exposure to second-hand smoke. This policy applies to banning the use of cigarettes and other smoking products in NSW Health buildings, grounds and vehicles and also to the use of electronic cigarettes to eliminate the risks of exposure to particulate matter emitted by second-hand vapour. However, in the case of electronic cigarettes the smoke-free by-law and the *Smoke-free Environment Act 2000* do not apply.

MANDATORY REQUIREMENTS

Compliance with the NSW Health Smoke-free Health Care Policy means that all NSW Health buildings, grounds and vehicles are smoke-free with the exception of designated outdoor smoking areas determined by Local Health Districts (LHDs) and speciality network governed statutory health corporations that choose to provide such areas using a smoke-free by-law.

LHDs and speciality network governed statutory health corporations will ensure compliance with smoke-free by-laws where they are in place. Where appropriate and in line with the NSW Health Prosecution Policy and Guidelines, Penalty Infringement Notices (PINs) may be issued to staff, clients and visitors who fail to comply with the smoke-free by-law. LHDs will also enforce the *Smoke-free Environment Act 2000* (the Act) in settings applicable to buildings and grounds regardless of whether a smoke-free by-law exists.

This includes:

- Enclosed public places
- Within 4 metres of the pedestrian access point to buildings
- Bus stops and cab ranks, where people queue or gather
- Within 10 metres of children's play equipment
- In commercial outdoor dining areas from 6 July 2015.

Staff, clients and visitors to NSW Health facilities will be informed about smoke-free requirements under this policy, the Act and smoke-free by-laws, where they exist.

All clients of LHDs, St Vincent's Health Network and speciality network governed statutory health corporations will be asked about their smoking status and those who smoke will be supported to manage their nicotine dependence and quit, through:

- Provision of brief intervention to clients including the option of nicotine replacement therapy (NRT), where clinically appropriate
- Provision at discharge of at least three days' supply of any NRT product the client has been using in hospital
- Referral to Quitline 13 7848 and/or a smoking cessation advisor for ongoing advice and support to quit.

All staff of LHDs, St Vincent's Health Network and speciality network governed statutory health corporations who smoke will be able to access from their organisation, at least four weeks' supply of free NRT per year (including a variety of NRT product choices).

IMPLEMENTATION

NSW Ministry of Health responsibilities

- Develop model smoke-free by-laws and Instrument of Appointment for use by LHDs and speciality network governed statutory health corporations.
- Develop and distribute a state-wide guide on smoking cessation and brief intervention.

Chief Executive responsibilities

- Ensure the requirements and standards of the Policy are implemented, monitored, reviewed and acted on accordingly.
- Determine whether to implement a smoke-free by-law to allow smoking bans in NSW Health buildings, vehicles and grounds not already covered by the Act to be enforced, designated smoking areas to be established and PINs to be issued (relevant for LHDs and speciality network governed statutory health corporations only).
- Enforce the Act as it applies to NSW Health buildings and grounds and the smoke-free by-law, where this is in place.
- Support managers and staff to implement the policy, including following up on reported breaches.
- Report implementation progress of the policy to the Ministry on a regular basis.
- Ensure a system is in place to support staff to quit or manage their nicotine dependence including access to brief intervention, at least four weeks of free NRT per year, where clinically appropriate and referral to NSW Quitline 13 7848 and/or smoking cessation advisor (relevant to LHDs, St Vincent's Health Network and speciality network governed health corporations only).

Manager responsibilities

- Support staff to implement and comply with the policy and monitor staff compliance.
- Implement an appropriate strategy to inform clients, staff and visitors of the policy.
- Support all relevant staff to obtain smoking cessation training and ensure clinical staff provide brief intervention to all clients who smoke, where applicable.
- Ensure cessation support is available to staff to quit or manage their nicotine dependence, including provision of at least four weeks free NRT per year where clinically appropriate and referral to NSW Quitline 13 7848 and/or smoking cessation advisor (relevant to LHDs, St Vincent's Health Network and speciality network governed health corporations only).

Staff responsibilities

- Implement and comply with the policy.
- Access smoking cessation training and provide routine brief intervention to clients who smoke, including assessment and documentation of clients' smoking status and support to manage nicotine dependence including provision of NRT, where clinically appropriate, referral to NSW Quitline 13 7848 and/or smoking cessation

advisor (relevant to LHDs, St Vincent's Health Network and speciality network governed health corporations only).

REVISION HISTORY

| Version | Approved by | Amendment notes |
|------------------------------|--|---|
| January 2015 (PD2015_003) | Deputy Secretary, Public and Population Health | Replaces PD2005_375. Inclusion in revised PD of the ability of LHDs and speciality network governed statutory health corporations to make smoke-free by-laws. Other minor changes to terminology. |
| January 2005 (PD2005_375) | Deputy Secretary | Revised policy |