

Smoke Free Environment Policy

1 Applies to

This Policy applies to:

- Every Calvary Public and Private employee, including casual and temporary employees;
- Contractors/sub-contractors and any of their employees whilst engaged on work for Calvary;
- Visiting Medical Officers;
- Locums;
- Volunteers and unpaid employees;
- Students on placement;
- Researchers;
- Partners and visitors (e.g. Spotless, Local Health District employees);
- Consultants or consultants' employees whilst on Calvary work; and
- Agents who are acting on behalf of Calvary.

2 Purpose

Consistent with our values of Hospitality, Healing, Stewardship and Respect, the purpose of the Smoke Free Environment Policy (the policy) is to support good health outcomes by minimising the exposure of employees, health service patients, contractors, tenants and visitors to environmental tobacco smoke, and to assist staff of Calvary Public Hospital Bruce (CPHB) to:

- provide access to a smoke free environment for staff, patients, contractors, visitors and tenants;
- implement and comply with the processes which CPHB has in place to manage tobacco use;
- implement and comply with the processes which CPHB has in place to enforce the smoke free environment;
- support staff and patients who wish to address their tobacco use; and
- set an example for the community of the commitment of CPHB to the ACT Government's [Future directions for tobacco reduction in the ACT 2013-2016](#) Strategy.

3 Responsibilities

Responsible group 1: Executives, Directors, Senior Managers and Team Leaders across CPHB.

- Ensure the policy is communicated to their staff and staff know where to find the policy
- Monitor compliance with the policy in their area
- Provide staff with opportunities to attend education and training
- Ensure resources are available to adhere to the policy
- Investigate any incidents of non-compliance with the procedure in Riskman
- Ensure that the policy is up to date

Responsible group 2: All staff

- Comply with the policy
- Notify non-compliance/complications with the procedure to the manager and in Riskman

4 Policy

Smoking is not permitted in all CPHB and Calvary Bruce Private Hospital (CBPH)-owned and leased facilities, grounds and vehicles, **with no exceptions.**

Scope

This policy covers all tobacco products including E-cigarettes and other personal vapouriser products.

Smoking is only permitted during designated breaks, outside Calvary Public Hospital Bruce and Calvary Bruce Private Hospital grounds. The policy applies to all staff, patients, visitors and contractors, and other persons who lease or enter CPHB or CBPH-owned buildings, grounds or vehicles for any purpose whatsoever. The policy also applies to contracts for work, for example maintenance or construction.

Staff Responsibilities

Responsibility for implementing this policy is delegated to Executives, Directors, Senior Managers and Team Leaders across CPHB and CBPH. Ongoing day-to-day monitoring, compliance and enforcement of the policy is the shared responsibility of all staff within CPHB and CBPH to maintain a smoke free environment.

All employees are responsible for encouraging adherence to the smoke free environment amongst visitors and members of the public on the Calvary campus. Where visitors or members of the public are observed smoking employees are requested to remind them that smoking is not permitted anywhere in the Calvary Bruce grounds or buildings. Where an employee does not feel confident to approach a member of the public they should refer the matter immediately to Security, Workplace Health & Safety, or a senior leader within the organisation.

All employees who interact with patients who smoke are responsible for educating their patients about the smoke free environment and encouraging them to adhere to the smoke free policy. Appropriate treatment for nicotine dependent inpatients in all CPHB facilities is overseen by Medical Services.

CPHB and CBPH employees who wish to access free Nicotine Replacement Therapy are able to do so in accordance with the Provision of NRT to Nicotine Dependent Employees Procedure.

Non compliance

Breaches of this policy by Calvary staff may lead to the same disciplinary actions as for breaches of other CPHB or CBPH policies or procedures as outlined in the current enterprise agreement or contract being applied. If a member of staff encounters another employee smoking in breach of this policy the smoker should be requested to stop smoking immediately and review this policy.

Where possible the staff member should make the smoker's manager aware of the incident so that the manager may follow up with the employee regarding the smoke free policy and the availability of Nicotine Replacement Therapy free to staff (see below).

5 Related Calvary Documents

- [Provision of Nicotine Replacement Therapy to Nicotine Dependent Employees Procedure](#)

6 Definitions

- **Calvary** refers to the Little Company of Mary Health Care and all of its employing entities
- **CPHB** means Calvary Health Care Bruce Limited. CPHB is a reference to CPHB as the operator and employer in respect of the Calvary Public Hospital and includes Clare Holland House and the Non Clinical Business Facility located at Thynne Street Bruce.
- **CBPH** means the Calvary Bruce Private Hospital, including Hyson Green.
- **Employees** for the purposes of this procedure refers to:
 - Every Calvary employee, including casual and temporary employees;
 - Contractors/sub-contractors and any of their employees whilst engaged on work for Calvary;
 - Visiting Medical Officers;
 - Locums;
 - Volunteers;
 - Volunteers and unpaid employees;
 - Students on placement
 - Researchers
 - Partners and visitors ((e.g. Spotless, ACT Health employees)
 - Consultants or consultants' employees whilst on Calvary work; and
 - Agents who are acting on behalf of Calvary.
- **Employment Conditions** – employees of CPHB are employed under the provisions of the ACT Public Service's Enterprise Agreements, the *Public Sector Management Act 1994 (ACT)* and *Public Sector Management Standards 2006 (ACT)*.
- **Agency** means a person contracted to work a clinical shift in a ward, work area or department of the hospital.
- **Contractor** means an employee of a third party contracted to provide a service on-site at CPHB.
- **E cigarettes (also known as electronic cigarettes and vaporizer cigarettes):** Devices that emit doses of vaporized nicotine that are inhaled.
- **Locum** means medical practitioner who has a contract for service to provide clinical medical services to Calvary Health Care Bruce.
- **Manager** means Departmental Manager including employees acting in such a position, and members of the Executive.
- **VMO** means a Visiting Medical Officer who has a contract for service to provide clinical medical services to Calvary Health Care Bruce.
- **Volunteer** means a member of the community who has freely offered his or her services to CPHB and been welcomed and inducted as a volunteer by CPHB to provide assistance to patients, employees and the organisation within his or her area of responsibility as per CPHB policy and practice.
- **Patients:** Refers to any patient of Calvary Health Care Bruce including both inpatients and outpatients.
- **Tobacco products:** Any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product.

- **Nicotine Replacement Therapy (NRT):** A type of treatment that uses special products to give small, steady doses of nicotine to help stop cravings and relieve symptoms that occur when a person is trying to quit smoking.

7 References

- Government of Western Australia Department of Health: *Smoke Free WA Health System Policy* (Operational Directive 0414/13), January 2013.
- Department of Health Western Australia: *Clinical guidelines and procedures for the management of nicotine dependent inpatients*. Perth, Smoke Free WA Health Working Party, 2011.
- NSW Health PD2005_375: Progression of the NSW Health Smoke Free Workplace Policy, 2005.
- Hunter New England Health: *Smoke Free Update – Fact Sheet*, July 2008.
- Australia. Department of Health. *Quitnow*. Accessed [date], www.quitnow.gov.au
- ACT Government. Health. [Future directions for tobacco reduction in the ACT 2013-2016](#) .

Legislation

- *ACT Public Sector Management Act 1994*
- *ACT Smoke-Free Public Places Act 2003*
- *ACT Work Health and Safety Act 2011*
- *Safety, Rehabilitation and Compensation Act 1988* (Cwlth)
- *ACT Litter Act 2004*
- *ACT Emergencies Act 2004*

Policies

- ACT Health Directorate Smoke Free Environment Policy.
- ACT Public Service Occupational Health and Safety Policy: Smoke Free Workplaces.
- ACT Government Real Estate Policy.