

## Smokefree

Unique Identifier	PP01/F&E/012
Document Type	Policy
Risk of non-compliance	may result in significant harm to the patient/DHB
Function	Administration, Management and Governance
User Group(s)	Auckland DHB only
<ul style="list-style-type: none"> <li>• Organisation(s)</li> </ul>	Auckland District Health Board
<ul style="list-style-type: none"> <li>• Directorate(s)</li> </ul>	All directorates
<ul style="list-style-type: none"> <li>• Department(s)</li> </ul>	All departments
<ul style="list-style-type: none"> <li>• Used for which patients?</li> </ul>	All patients and their visitors
<ul style="list-style-type: none"> <li>• Used by which staff?</li> </ul>	All staff and contractors
<ul style="list-style-type: none"> <li>• Excluded</li> </ul>	
Keywords	
Author	Manager - Smokefree Services
Authorisation	
<ul style="list-style-type: none"> <li>• Owner</li> </ul>	Chief Nursing Officer
<ul style="list-style-type: none"> <li>• Delegate / Issuer</li> </ul>	Chief Nursing Officer
Edited by	Document Control
First issued	Yet to be determined
This version issued	22 November 2019 - updated
Review frequency	3 yearly

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## 1. Purpose of policy

To contribute to the reduction of harm caused by smoking:

- Implementing and maintaining systems that actively support patients to become Smokefree.
- Providing healthy, Smokefree environments for all employees, patients and visitors.
- Providing staff support to stop smoking.

## 2. Scope

This policy applies to all Auckland District Health Board (Auckland DHB):

- Employees, patients, visitors, volunteers, contractors, and others accessing Auckland DHB sites.
- Buildings, grounds and vehicles owned or leased by Auckland DHB.
- Sponsored business and social events.

## 3. Glossary

The following terms are used within this document.

Term	Definition
<b>NRT</b>	Nicotine replacement therapy.
<b>Whānau</b>	A familiar term of address to a number of people, extended family or family group – the primary economic unit of traditional Māori society. In the modern context, the term is sometimes used to include friends who may not have any kinship ties to other members.
<b>OH&amp;S</b>	Occupational Health and Safety.
<b>Auckland DHB</b>	Auckland District Health Board.

## 4. Performance indicators

- Legislative requirements are adhered to.
- Smokefree contract clauses are met.
- Ministry of Health target “Better help for smokers to quit” is met.

## 5. Policy statements

Auckland DHB has a legal requirement to comply with the Smoke-free Environments Act 2003 , which prohibits smoking within public buildings. Thus, smoking is not permitted by anyone inside Auckland DHB buildings, offices, and staff residences.

Auckland DHB, as a health institution, also has a responsibility to reflect the provision of best health environmental practices by requiring Smokefree grounds and open spaces for all. This involves being Smokefree along boundary fences, in on-site gardens, and at hospital entrance

ways, and on-site steps. Smoking is also strongly discouraged in private cars that have children inside.

Auckland DHB has a duty to reflect best health practice by requiring all employees not to smoke whilst on duty and/or not to be seen smoking in public wearing identifiable Auckland DHB uniforms, lanyards, tags, badges etc.

All Auckland DHB business and social functions will be Smokefree.

Auckland DHB will only contract with companies that have Smokefree compliant workplaces. This requires Smokefree clauses in their contracts. Information is available from the Auckland Regional Public Health Service or by visiting the Auckland DHB Smokefree Services page in the HealthPoint website.

Auckland DHB medical, nursing and allied health staff members have a professional obligation to apply the national Ministry of Health target related to giving identified current smokers brief advice to stop smoking, and offering help and support to do so using The ABC Pathway (2014) for Helping People to Quit Smoking.

## 6. Information and communication

### 6.1 Patients

- Patients will be informed of the Smokefree policy at each time of admission or outpatient appointments.
- Elective service appointment letters will include reference to the Smokefree policy.
- Patients identified as a current smoker on admission will be offered nicotine replacement therapy (NRT) to aid withdrawal management and reduce cravings according to The New Zealand Guidelines for Helping People to Stop Smoking (June 2014)
- Patients must sign the “Intention to Leave Hospital Grounds” form CR2159 when leaving the premises to smoke. This only needs to be completed once per admission. Mental Health Services have special criteria for leave provision in relation to smoking.
- Smokefree signage is displayed at all entrances to buildings and within the hospital grounds.

### 6.2 Visitors

- All visitors will be informed of Auckland DHB Smokefree policy by either staff members, signs or brochures. Visitors who want to smoke are required to leave Auckland DHB grounds.

### 6.3 Staff

- Staff will be informed of the Smokefree policy at recruitment, appointment, orientation and through Auckland DHB Smokefree Services.
- Staff who smoke will be made aware of opportunities to stop smoking by Auckland DHB Smokefree Services.
- All registered health professionals will complete the ‘helping people to stop smoking e-learning course.

## 6.4 Contractors

- Auckland DHB expects all contracted employers to promote a Smokefree work environment and to encourage a Smokefree workforce. They are required to have a Smokefree policy in place.
- The Auckland DHB Smokefree information and help for employers is detailed in the related HealthPoint site. To access this search for Auckland DHB Smokefree Services, scroll down to Smokefree Resources and click on Smokefree Contractors and NGOs.

## 7. Smoking cessation programmes

### 7.1 Patients and visitors

- All patients will be asked if they smoke on admission.
- Identified current smokers are provided with brief advice to stop smoking and offered cessation support.
- Referral forms to Auckland DHB Smokefree Services for support following discharge for all patients who want to stop smoking are:
  - CR2201 Smoking Assessment and Referral
  - CR0126 Smokefree Referral (Outpatient or Community)
  - CR2244 Paediatric Smoking Assessment and Referral.
- Referrals for Auckland DHB Smokefree Services can be sent using the following pathways:
  - Fax: (internal) 26554, (external) +64 9 623 4654.
  - Phone: (internal) 27867 or 2STOP, (external) 0800 667 833 or 0800 NO PUFF.
  - Email: Smokefree@adhb.govt.nz.
  - eReferral: Smokefree.

### 7.2 Staff

- Auckland DHB is committed to supporting all staff who want to stop smoking.
- Auckland DHB Smokefree Services and OH&S together provide smoking cessation support for staff who want to stop smoking. Additional information can be found on the intranet (Hippo) under Smokefree Services and Occupational Health & Safety.
- Subsidised NRT patches, lozenges and gum are available at any pharmacies with a Quit Card.
- A Quit Card is provided from Auckland DHB Smokefree Services or trained Quit Card providers.
- Auckland DHB Smokefree Services can supply discrete cessation support or forward staff to a community stop-smoking service.

## 8. Second-hand smoke

### 8.1 Children

- It is essential children are protected from second-hand smoke. Staff should inform parents and whānau who smoke of the importance of a Smokefree car and home.
- The CR2244 Paediatric Smokefree Assessment and Referral form must be used in all paediatric wards, with the dual function to identify youth or whānau who smoke and offer help to stop smoking with a referral to Auckland DHB Smokefree Services.

## 8.2 Staff health and safety

- Staff exposed to second-hand smoke in the course of their duties should complete an OH&S Occurrence report using the safety management system Datix.
- Staff concerned about exposure to second-hand smoke in the workplace should complete a Hazard Identification form found on the OH&S intranet.
- Where Auckland DHB staff provide services in a private home, a plan should be in place to eliminate second-hand smoke exposure. Contact OH&S for further details.

## 9. Compliance

### 9.1 Patients and visitors smoking

- Patients and visitors who smoke must be informed that all Auckland DHB buildings and grounds are Smokefree.
- Staff are not permitted to escort patients off site solely to smoke.
- Staff are encouraged to inform anyone found smoking on Auckland DHB grounds to go off site when safe to do so.
- Security staff are responsible to advise all smokers on Auckland DHB grounds of the Smokefree Policy. Smokefree Service cards are available to support staff initiating Smokefree conversations.
- Failure to comply with direction from security staff may result in being asked to leave under the Trespass Act 1980.

### 9.2 Staff smoking

- Candidates being interviewed for an employee position with Auckland DHB will be asked if they are a current smoker.
- Auckland DHB employees must not smoke publicly whilst in their health professional role.
- Staff who leave Auckland DHB premises to smoke are required to change out of uniform and remove ID badges.

### 9.3 Tobacco products

- Tobacco products may not be sold or advertised on Auckland DHB premises.
- Auckland DHB will not seek or accept sponsorship from any tobacco manufacturer or company.
- Staff may not purchase or supply tobacco products on behalf of patients.

### 9.4 Electronic cigarettes, smokeless tobacco and vaping products

- The use of electronic cigarettes, smokeless tobacco and other vaping products on Auckland DHB buildings or grounds is not permitted.
- There are currently no safety standards for vaping products in New Zealand.
- Vaping products are intended for smokers only.
- There is currently no evidence that second-hand vapour is harmful to the health of bystanders.
- If an e-cigarette is brought into hospital, the use of it must be treated in the same way as smoking tobacco, i.e. they are required to go outside of the building and grounds to use the device

- Patients who actively use an e-cigarette with e-liquid containing nicotine can be offered NRT at a sufficient strength to manage nicotine withdrawal symptoms.

### 9.5 Written policy

- This written policy must be supplied to any employee, prospective employee or employee representative on request.
- The Smokefree policy and procedures will be reviewed every two years, in consultation with employees and unions.

### 9.6 Concerns and complaints

- Staff concerns about any smoking related hazard in the workplace can be documented on the Hazard Identification Form available on the intranet.
- Patients and visitors wishing to make a complaint about this policy can ring Consumer Liaison or email at [qascom@AucklandDHB.govt.nz](mailto:qascom@AucklandDHB.govt.nz).
- Written complaints will be processed according to the current Auckland DHB complaints process.

## 10. Mental Health & Addictions

- Service users who smoke will have a Tobacco Use Assessment performed and a Nicotine Withdrawal Management Plan that is to continue for 72 hours after admission and filed in the services users clinical record
- Tobacco products, electronic cigarettes, smokeless tobacco, vaping products and all other smoking paraphernalia are not permitted in any Auckland DHB Mental Health & Addiction services. Any of these items brought into the service will be removed, stored and returned to the service user on discharge. All service users that smoke will have nicotine replacement therapy (NRT) provided as per the Auckland DHB Nicotine Therapy Standing Order on admission.

## 11. Supporting evidence

- Ministry of Health (2014). *The ABC Pathway: Key messages for frontline health care workers*. Wellington: Ministry of Health.
- Ministry of Health. (n.d). *Guide to Prescribing Nicotine Replacement Therapy (NRT)*. (2014, July). Retrieved from <https://www.health.govt.nz/system/files/documents/publications/guide-to-prescribing-nicotine-replacement-therapy-nrtv2.pdf>
- Smokefree. (n.d.). *Second-hand smoke: What is second-hand smoke and how does it affect us?* Retrieved from: <https://www.smokefree.org.nz/smoking-its-effects/second-hand-smoke>.
- Ministry of Health. (2018). *Vaping and smokeless tobacco*. Retrieved from: <https://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/vaping-and-smokeless-tobacco>.
- Ministry of Health. (n.d.). *The facts of vaping: Risks of vaping*. Retrieved from: <https://vapingfacts.health.nz/the-facts-of-vaping/risks-of-vaping/>.

## 12. Legislation

- Smoke-free Environments Act 1990
- Smoke-free Environments Amendment Act 2003
- Smoke-free Environments (Control and Enforcement) Act 2011
- Health and Safety at Work Act 2015
- New Zealand Public Health and Disability Act 2000
- Trespass Act 1980

## 13. Associated documents

### Board policies

- Consumer Complaint Management
- Discipline & Dismissal
- Health and Safety Hazard Identification and Risk Management
- Health & Safety
- Motor Vehicles - Board
- Nicotine Withdrawal Management
- Health and Safety Policy
- Restraint Minimisation and Safe Practice Policy for Patients
- Uniform, Surgical Attire / Scrub Clothing & Professional Presentation

### Forms

- CR2159 Intention to Leave Hospital Grounds
- CR2201 Smoking Assessment and Referral
- CR2244 Paediatric Smokefree Assessment and Referral
- CR0126 Smokefree Referral (Outpatient or Community)
- Hazard Identification & Risk Assessment Form

## 14. Disclaimer

No guideline can cover all variations required for specific circumstances. It is the responsibility of the health care practitioners using this Auckland DHB guideline to adapt it for safe use within their own institution, recognise the need for specialist help, and call for it without delay, when an individual patient falls outside of the boundaries of this guideline.

## 15. Corrections and amendments

The next scheduled review of this document is as per the document classification table (page 1). However, if the reader notices any errors or believes that the document should be reviewed **before** the scheduled date, they should contact the owner or [Document Control](#) without delay.