

## **SAMPLE SMOKEFREE POLICY**

### **POLICY STATEMENT:**

As part of its wider role in promoting health and wellbeing, (.....) has a responsibility to encourage and support clients, staff and their families/whanau to become smokefree. (.....) is required to ensure that no person smokes at any time while they are working to keep employees and visitors to (.....)'s premises free from the health risks of smoking.

### **PURPOSE:**

The purpose of this policy is to outline (.....)'s expectations regarding:

- The health and safety of all individuals within (.....)'s premises and environments to:
  1. Enhance the health of employees
  2. Enhance the health of those who access (.....)'s services
  3. Promote a smokefree environment
  4. Encourage a smokefree workforce
- Compliance with the Smoke-free Environments Act 1990 and Amendments 2003 and the Health and Safety in Employment Act (HSEA) 1992 and Amendments 2002; and
- Systems to reduce smoking rates among staff and the community, in accordance with the New Zealand Health Strategy.

### **SCOPE:**

This policy is applicable to all (.....) employees and visitors, including:

- Current and prospective staff (including volunteers)
- Clients
- Visitors, family/whanau to the (.....) premises

The Smokefree Environment component of this policy includes all buildings, grounds, social venues and vehicles owned or occupied by (.....)

## **POLICY:**

### **Smokefree Environment**

All (.....) sites are Smokefree.

Smoking is not permitted inside and around (.....) affiliated buildings, vehicles and offices, including in any buildings leased by (.....).

Staff, clients and visitors may not smoke in external areas on any site owned by the (.....) or controlled by them under a lease arrangement. They must leave the site if they wish to smoke. On-site includes boundary fences, gardens and entrances to sites (*or designated area assigned*).

Staff who wish to smoke off-site should not be identifiable as staff of (.....) by their uniforms or name tags. If staff wish to smoke during work time, it will only be during scheduled breaks (morning tea, lunch and afternoon tea).

As (....)'s staff support clients in their own homes and the community, staff must endeavor to minimise their own risk to second-hand tobacco smoke in these settings (see Appendix 1 for strategies).

### **Promoting a Smokefree Environment**

- It is the responsibility of all staff to inform staff, clients and visitors who are found to be smoking on-site that (.....) is Smokefree and that people who smoke must go off-site to smoke.
- Staff that are responsible for client care are also encouraged to discuss the Smokefree Policy with clients and their families/whanau upon presentation to (.....).
- (.....) prohibits any use of cigarettes as behavioural tools including to build rapport with service users and de-escalate or manage critical incidents.
- Staff are prohibited from smoking when working with service users. This includes within the service user's home and when undertaking community activities.
- This Smokefree policy will be clearly displayed and available to all.
- Smokefree signs will always be clearly visible in the workplace.

### **Hazard Identification**

In order to best manage workplace health and safety, smoking is an identified hazard on the *Hazard Register (if appropriate)*. If you experience any negative effects, please complete an *Incident Accident & Complaint form (or equivalent)* to ensure that this is investigated.

### **Staff Non- compliance**

Repeated breaches of the policy section on Smokefree Environments will be considered misconduct and will be dealt with in accordance (.....)'s Staff Code of Conduct.

### **Complaints Procedure**

Individuals who believe, on reasonable grounds, that there has been a failure to comply with the purpose of the policy, should forward their complaint, in writing, to the Manager (.....). Responses to the complaint are to be made within 7 working days after receipt of the complaint.

## **Smokefree Systems**

(.....) is committed to the development and/or improvement of the systems around becoming Smokefree (supporting clients and staff who smoke or are exposed to secondhand smoke in the home). This includes systems for:

- Promoting a Smokefree environment
- Identifying clients who smoke or are exposed to secondhand smoke in the home
- Documentation of smoking status and brief intervention
- Facilitating effective brief interventions with clients who smoke
- Effective referral processes for further cessation support
- Supply and provision of Smokefree resources

## **Smokefree Education and Support**

- All (.....) staff will complete the Smokefree E-learning module.
- Staff will also be encouraged to become Quitcard providers by completion of Smoking Cessation Practitioner training or via completion of the E-learning module (registered health professionals).  
*(This point could be made more specific, for example : Each staff member will complete the Smokefree E-learning module and review the Smokefree policy during their induction process, or if they are an existing staff member by a set date.)*
- (.....)'s staff will actively support people to stop or reduce smoking by:
  - Identifying clients and staff who smoke or are exposed to secondhand smoke in the home.
  - Providing brief advice to those who smoke.
  - Offering cessation support either themselves or by referral to local cessation/quit specialists.
- Staff who smoke will also be encouraged and supported to quit smoking and will be allowed reasonable time out of work to attend smoking cessation advice sessions.

## **Policy Review Process**

- Ongoing implementation and review of the the Smokefree Policy will be the responsibility of the Manager *(or designated Smokefree Coordinator)*.
- The policy will be reviewed on an annual basis and in accordance with the Smoke Free Environments Act.

## **Reference Documents**

Smoke free Environments Act 1990 and amendments 2003  
Health and Safety in Employment Act 1992 and amendments 2002  
MOH Strategy – New Zealand Health Strategy 2000  
New Zealand Smoking Cessation Guidelines 2007

(.....)'s **Associated Documents:**

- **Motor Vehicle Policy**
- **Discipline and Dismissal Policy**

- **Complaints Procedures**
- **Health Promotion Plan**

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SAMPLE

## **Appendix 1: Strategies for working with clients in the community**

Staff who visit clients who smoke in their own homes or in the community should utilise the following strategies to minimise exposure to tobacco smoke.

- Discuss your concerns with the client and develop agreed strategies together that could be used.
- Suggest that you meet outside or at an alternative location.
- Provide smoking cessation/quit information and nicotine replacement therapy if appropriate.
- Request that the person opens windows and smokes outside when you are planning to visit and before your visit.
- Minimise time spent in homes if conditions are uncomfortable and develop strategies together to manage the environment.
- Discuss their tenancy agreement and any non-smoking clause which could result in eviction