
SMOKEFREE

Overview

Document Type	Policy
Function	Board Governance
Directorates	Auckland DHB Generic
Department(s) affected	All Auckland DHB Locations
Applicable for which Patients, Clients or Residents?	All Auckland DHB patients and their visitors
Applicable for which Staff?	All Auckland DHB staff and contractors
Keywords (not part of title)	
Author – role only	Manager, Smokefree Services
Owner (see ownership structure)	Chief Nursing Officer
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Content

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Purpose

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 support for staff to stop smoking.
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SMOKEFREE

Overview, Continued

Scope

This policy applies to all 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.
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Associated documents

The table below indicates other documents associated with this policy.

Type	Document Titles
Board Policies	<ul style="list-style-type: none"> • Complaints Management • Discipline & Dismissal • Hazard Management • Health & Safety • Motor Vehicles - Board • Nicotine Withdrawal Management • Restraint Minimisation & Safe Practice • Uniform, Surgical Attire / Scrub Clothing & Professional Presentation
Mental Health Policies	<ul style="list-style-type: none"> • Smokefree in CFU • Smokefree in TWT
Health & Safety	<ul style="list-style-type: none"> • Occupational Health & Safety (OH&S)
Forms	<ul style="list-style-type: none"> • CR2159 Intention to Leave Hospital Grounds • CR2201 Smoking Assessment and Referral • CR2244 Paediatric Smokefree Assessment and Referral
Intranet Site	<ul style="list-style-type: none"> • Smoke Free Services
Legislation	<ul style="list-style-type: none"> • Smoke-free Environments Act 1990 • Smokefree Environments Amendment Act 2003 • Smokefree Environments (Control and Enforcement) Act 2011 • Health & Safety in Employment Act 1992 and amendment 2002 • New Zealand Public Health and Disability Act 2000

Performance indicators

- Legislative requirements are adhered to
 - Smokefree contract clauses are met
 - Ministry of Health Target “Better Help for Smokers to quit” is met.
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Policy Statements

Policy statements

Auckland DHB has a legal requirement to comply with the Smokefree 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 website and linking through to ADHB Smokefree in HealthPoint.

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 (**ABC Pathway for Helping People to Quit Smoking**)¹.

¹ *The ABC Pathway (2014)* is a framework to determine smoking status, provide information on how smoking is affecting the patient's health and recovery, the benefits of quitting and information on support agencies and nicotine replacement therapy provision.

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Information & Communication

- Patients:**
- Patients will be informed of the Smokefree Policy at the time of admission or outpatient appointments.
 - Elective service appointment letters will include reference to the Smokefree Policy.
 - Patients identified as smoker on admission will be provided with Nicotine Replacement Therapy (NRT) to aid withdrawal management and reduce craving².
 - 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 will be displayed at all entrances to buildings and within the hospital grounds.
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- Visitors:**
- All visitors will be informed of Auckland DHB Smokefree Policy either by staff members, signs or brochures. Visitors who wish to smoke will be advised to leave Auckland DHB grounds.
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- Staff:**
- Staff members will be informed of the Smokefree policy at recruitment, appointment, orientation and through Auckland DHB internal communication processes.
 - Staff members who smoke will be made aware of opportunities to quit smoking by Auckland DHB Smokefree routinely through each successive year
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- Auckland DHB 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 at <http://www.healthpoint.co.nz/public/other/auckland-dhb-smokefree-services> and further help is available from Auckland Regional Public Health at <http://www.arphs.govt.nz/health-information/smokefree/smokefree-organisations>
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² *Nicotine Withdrawal Management Guideline 2011*. All health professionals who have prescribing rights, or are registered Quit Card providers, will be supplied with lanyard cards detailing appropriate levels of NRT dosing.

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Smoking Cessation Programmes

**Patients and
visitors:**

- All patients will be asked if they smoke on admission.
- Identified current smokers will be provided with brief advice to stop smoking and offered cessation support.
- Those who vape will be informed that to do so inside hospital buildings is not permitted.
- Referral forms to Auckland DHB Smokefree Services for support after discharge are in place³ for all patients who express a desire to quit smoking
- Inpatient pregnant women, their partners and their families/whānau can be referred to Auckland DHB Smokefree Pregnancy Services by:
 - faxing form CR2201 or CR2244⁴, or
 - leaving a voicemail message, or
 - emailing smokefree@adhb.govt.nz .

Staff:

- Auckland DHB is committed to supporting any staff member who wishes to quit smoking.
- Auckland DHB Smokefree Services and Occupational Health & Safety together provide smoking cessation support for staff members who wish to quit smoking. Advice, support, means to access Nicotine Replacement Therapy, and information on Smoking Cessation Agencies are all available on the Smokefree Services, and Occupational Health and Safety intranet sites.
- Nicotine Replacement Therapy (NRT), in the form of nicotine patches, lozenges and gum, is available at Auckland DHB onsite pharmacies at low cost via a Quit Card.
- Quit Card is provided from Auckland DHB Smokefree services or a trained Quit Card provider.
- Auckland DHB Smokefree Services run community-stopping-smoking-programmes that staff members are welcome to attend.

³. **CR2201** Smokefree Assessment & Referral (Adult and Women's Health);

⁴. **CR2244** Paediatric Smokefree Assessment & Referral.

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Second-hand Smoke

Children:

- Children have a right to breathe in air that is not polluted by combusted tobacco smoke. Children repeatedly exposed to cigarette smoke, compared with those that are not, suffer more often from coughing and wheezing, asthma symptoms, chest and ear infections ([Reference 6](#)). Therefore, it is appropriate to advise parents and whānau who smoke, to create a smokefree home and to take up the offer of referral to a stop smoking agency.
 - The form CR2244 Paediatric Smokefree Assessment and Referral is to be used in all paediatric wards both to identify youths who are smoking (and offer help to quit) and offer a referral to parents and whānau who smoke for help to quit.
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Staff health and safety:

- Staff members who are exposed to second-hand smoke in the course of their duties should complete an Occupational Health and Safety Occurrence report via Kiosk.
 - Staff members who are concerned about exposure to second-hand smoke in the workplace should complete a Hazard Identification form found on the Occupational Health and safety intranet site.
 - Where an Auckland DHB staff member provides services in a patient's private home, there should be a process in place to eliminate that member's exposure to second-hand smoke eg. by negotiation with the service user, via a letter from the member's manager, or consideration for provision of the service in an alternative venue if agreement is not able to be reached.
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Compliance

Patients & visitors smoking:

- Patients and visitors who wish to smoke must be informed that all Auckland DHB properties are smokefree sites. Smoking is countenanced only beyond the perimeters of the hospital grounds.
- Staff members are not permitted to escort patients off site solely to smoke.
- Security staff members have a responsibility to inform and assist with the enforcement of the Auckland DHB Smokefree Policy.
- Auckland DHB employees are encouraged to inform patients and visitors found smoking on Auckland DHB property that it is smokefree and that they must go off-site if they wish to smoke. The role of staff members is to advise not to enforce:
 - The following statement could be used, *“Excuse me. You may not know but our hospital and grounds are Smokefree. If you wish to smoke you will need to go (direct to the nearest exit)”* then move on and avoid being drawn in to a debate.
- Patients and visitors who continue to smoke after being asked by Security staff to go off-site will be warned that further failure to stop smoking on site may result in their being asked to leave under the Trespass Act 1980 ([Reference 5](#)).

Staff smoking

- Candidates being interviewed for an employee position with Auckland DHB will be asked if they are currently smoking.
- It is a directive of this policy that Auckland DHB employees who are current smokers must not smoke publicly whilst in their health professional role.
- Staff members who wish to leave their Auckland DHB facility to smoke may do so during designated meal / tea breaks but are required to change into personal clothing and remove any reference to them being identified as an Auckland DHB employee whilst smoking. ID badges also should be removed.
- If identifiable as Auckland DHB staff in public they should expect to be requested, by hospital line managers, or senior management staff, to remove any identification or designated uniform attire.
- They will also then be provided with a Smokefree Services card containing contact details to enable them to seek help to stop smoking.
- Excessive absence from work for smoking breaks will require involvement of their line manager.

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Compliance, Continued

Tobacco products and paraphernalia*

- Tobacco products and paraphernalia 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 tobacco products on behalf of patients or supply tobacco products to patients.
- * Paraphernalia – equipment associated with smoking eg. cigarette papers, lighters, matches, etc.
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Electronic cigarette (ENDS – electronic nicotine delivery systems)

- The use of electronic cigarettes (e-cigarettes; ENDS) on or in hospital property is not covered by smokefree legislation as they do not release combusted smoke.
 - However, at this time, it is required that patients, visitors and staff members do not use these devices within Auckland DHB buildings or grounds because the use of these vaporisers so closely mimics smoking of combusted tobacco; the harm from second-hand vapour inhaled by others in enclosed spaces has not been proven to be zero; and that there is evidence that the charger for the re-chargeable battery is liable to overheat and ignite surrounding flammable items (especially in the presence of medical use oxygen). ([Reference 4](#))
 - If a patient, visitor or staff member brings an e-cigarette into hospital then the use of it must be treated in the same way as smoking a tobacco cigarette i.e. they are required to go outside of the building and grounds to use the device; and the CR2159 form is completed in the case of patients.
 - Those patients unable to do the above should always be treated with NRT at sufficient strength to suppress nicotine withdrawal symptoms.
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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.
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Compliance, Continued

Concerns and complaints

- Staff concerns about any 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 gascom@AucklandDHB.govt.nz
 - Written complaints will be processed according to the current Auckland DHB complaints process.
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References

1. Benowitz N, Glantz S, Grana R. Background Paper on E-cigarettes (Electronic Nicotine Delivery Systems) Center for Tobacco Control Research and Education, University of California, San Francisco WHO Tobacco Free Initiative December 2013.
 2. New Zealand Guidelines for Helping People Quit Smoking (ABC Pathway) 2014. MoH, Wellington.
 3. Implementing the ABC Approach for Smoking Cessation Ministry of Health 2009 Framework and work programme.
 4. <http://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/electronic-nicotine-delivery-systems-ends-including-e-cigarettes> .
 5. *Tresspass Act* (1980) S3 NZ Legislation
 6. Jones LL, Hashim A, McKeever T, Cook DG, Britton J, Leonardi-Bee J. Parental and household smoking and the increased risk of bronchitis, bronchiolitis and other lower respiratory infections in infancy: systematic review and meta-analysis. *Respir Res.* 2011;12:5.
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