

Smoke-free Health Service

ENFORCEMENT PROCEDURE FOR STAFF

The Smoke-free Health Service Policy is designed to protect and maintain the health of staff, patients and visitors.

- The Smoke-free Health Service Policy is a **mandated directive from NSW Health**.
- It is a **condition of entry to HNE Health sites** that visitors and patients not smoke on site
- It is a **condition of employment** that staff do not smoke on site.
- **Enforcing the policy is the responsibility of all staff members.**

Enforcing the policy involves:

A: Encouraging Compliance

If your routine duties involve working with new staff, patients, visitors, contractors or others, then inform them of the policy in advance to reduce the likelihood of non-compliance.

B: Responding to Non-Compliance

During their routine duties staff may observe staff members, patients, visitors or contractors who are smoking. Security Managers and Site Managers will include known smoking areas in routine patrols conducted by Security Staff. **All** staff should follow the steps below for all people observed smoking. At no stage are staff expected to put themselves in danger to enforce the policy.

STEP 1: Approach and inform

If smokers are approached in a friendly way, they are more likely to be compliant with the policy. When talking be assertive and speak on behalf of the health service, not personally. Try the words suggested below.

“As an employee of Hunter New England Health I need to inform you that all our sites are completely smoke-free. It is a condition of entry that you do not smoke anywhere on site. For you to comply with this condition of entry you either need to put out your cigarette, or move off site to continue smoking.”

STEP 2: Walk Away and Observe

After speaking to a smoker, walk away and observe whether the smoker complies with the policy. A clear example of non-compliance is lighting another cigarette.

If visitors are observed to comply: no further direct intervention or reporting is required.

If staff and patients are observed to comply: no further direct intervention is required; however, reporting is required (see STEP 4).

STEP 3: Request assistance

If smokers are observed to **not** comply, request assistance from Security (where available), the Site Manager (or person/s nominated by the Site Manager) or your own manager. They will then repeat the above two steps.

STEP 4: Report

Reporting allows further support to be provided to patients and staff who are finding it difficult to comply with the policy. Report staff and patients' IDs and/or description to their department and/or ward yourself, or ask your manager to, so that further support can be offered.

All repeatedly non compliant people (visitors, staff and patients) require an incident report to be entered in IIMS.

If at any time the smoker displays aggression or violence then follow the site's usual procedures for dealing with aggression and record the incident in IIMS.

If an incident needs to be recorded: Follow 'Recording Smoke-Free Incidents in IIMS (on back of this document).

Note for Managers: Further information is included in the documents 'Protocol for Managing Staff Non-Compliance of Smoke-free Health Service Policy' and 'Manager's Role in Enforcement of the Smoke-free Health Service Policy.'

Want further information? Further details and documents can be found on the intranet http://www.hnehealth.nsw.gov.au/smoke_free
