

## RECORDING SMOKE-FREE INCIDENTS IN IIMS

### Recording incidents is important

IIMS entries inform site managers about incidents (e.g. aggression and violence) that arise directly from the Smoke-free policy. They also inform site managers about patterns of incidents (e.g. particular areas continually used for smoking and persons who repeatedly smoke). From this information, incidents can be dealt with in a systematic way.

### Incidents that staff need to record in IIMS

1. All staff, patients, visitors and contractors that:
  - Repeatedly smoke (i.e. light another cigarette immediately or later).
  - Display aggression or violence - either verbally or physically.
  - Smoke within any building or locked courtyard.
  - Damage or graffiti signage, buildings, fittings, fixtures that relate to the Smoke-free policy.
  - Leave the site to smoke when in possession of Hunter New England Health equipment.
  - Are responsible for smoking related hazards (e.g. leaving a cigarette butt burning).
2. Security related issues to Smoke-free policy (eg. when doors have been chocked open to allow smokers to re-enter the facility after going outside after the facility has been locked down).
3. Complaints by members of the public regarding the Smoke-free policy (eg. complaints from members of the public who disagree with the Smoke-free policy or have witnessed smoking on the site).

### Steps in entering an IIMS report about a smoke-free incident

Complete information on the intranet form as per usual but specific smoke-free steps are:

- When selecting the form, choose the 'property, security, hazard' form\* (see below)
- Enter the word 'smoking' into 'incident description' field- in context to the event i.e.- visitor smoking
- Select 'Behaviour/human performance' in the 'incident type' field
- Select 'Non-compliant/uncooperative/obstructive behaviour' AND 'Other' in the 'what was the problem' field
- Enter 'Smoke-free site' in the 'specify' field
- When complete save by clicking the icon in the left hand corner of the form

\*For incidents relating to the smoke free policy, but which involve a patient that you are responsible for, please record on the 'clinical' form as normal.

\* Record complaints regarding the Smoke- free policy from members of the public, on the 'complaints' form in IIMS, following the guidelines for 'property, security, hazard' form, entering 'smoke-free site' in the 'specify' field. 'Property, security, hazard' IIMS entries are sent to the manager of the incident location. They are also monitored by the Risk Management Unit.

### Want further information?

Further details and documents can be found on the intranet

[http://www.hnehealth.nsw.gov.au/smoke\\_free](http://www.hnehealth.nsw.gov.au/smoke_free)