

## SITE PROTOCOLS FOR ENFORCEMENT OF THE SMOKE-FREE HEALTH SERVICE POLICY

### Background

1. HNE Health has developed the following procedures and documents to support enforcement of the Smoke-free Health Service policy. These documents are available on the Smoke-free Health Service site at the HNE Health intranet.

- Enforcement Procedure for Staff
- Recording Smoke-free Incidents in IIMS
- Manager's Role in Enforcement of the Smoke-free Health Service Policy
- Protocol for Managing Staff Non-Compliance of Smoke-free Health Service Policy

2. Additionally reports and specific site information are available from:

- IIMS (incidents under 'property, security, hazard')
- Annual site observations (for acute hospitals and district health services)
- Security officer and HSA running sheets and log books

### Site requirements

**1. To support the enforcement procedures for both staff and security, sites need to have procedures in place for:**

- The management of aggressive incidents both inside and outside the buildings – these can then be applied to any aggressive incidents arising from the policy.
- Directing Security Staff and HSA on which areas to include in their routine patrols (where security/HSA on site).
- Informing current and new staff of Smoke-free Enforcement Procedures.
- Informing patients and visitors of the Smoke-free health policy. This may involve review of the adequacy of current signage and patient information.
- Sites need to decide whether staff request assistance from the Site Manager or a nominated person/s. If it is a nominated person/s, then the usual procedures for delegation are to be followed.

**2. To identify and manage areas of site where non compliance is a problem, sites need to include *Smoke-free Health Service Policy* as a standing item on the site committee (or other appropriate committee) agenda.**

The Smoke-free health service agenda item should include:

- SF IIMS report (from Patient Safety Officer)
- Security log sheet/running sheet report
- Annual observation report
- Discussion and resolution of any issues coming out of these reports

**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)

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