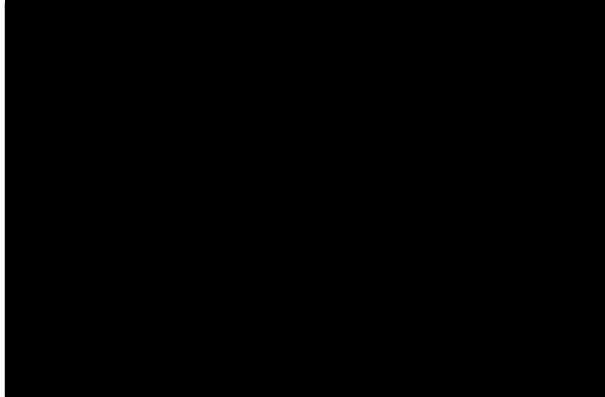


17 December 2019



**Re: Official Information Act request – Smoke-free Policy**

I refer to your Official Information Act request dated 13 December 2019 requesting the following information.

Please supply the following information under the Official Information Act 1982 (OIA):

- 1. Smoke-free policies (tobacco) used by Auckland DHB between and including the years 2000 – 2019.**
- 2. Policies related to smoking (tobacco) used by the former Auckland CHE and Health and Hospital Services between and including the years 1993 – 1999.**

Please find attached the policies you have requested.

You are entitled to seek a review of the response by the Ombudsman under section 28(3) of the Official Information Act. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that this response, or an edited version of this response, may be published on the Auckland DHB website.

Yours faithfully



Ailsa Claire, OBE  
Chief Executive



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# SMOKEFREE POLICY

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## Overview

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**This document**

This document covers the following topics relating to Smokefree Policy.

Topic	See Page
Introduction	2
Policy For Visitors	3
Policy For Staff	3
Policy For Patients	4
Tobacco Products	5
New Employees	5
Breach of Policy	5

## SMOKEFREE POLICY

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### Introduction

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**Purpose**

Auckland Healthcare is committed to promoting a safe and healthy environment for staff and clients. The purpose of this policy is to protect nonsmokers, or people who do not wish to smoke, from tobacco smoke in the environment.

**Smokefree Environment Act 1990**

All statements in this policy are subject to the provisions of the Smokefree environments Act 1990.

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**Scope**

This policy applies to all Auckland Healthcare Staff, contractors, volunteers, visitors and patients.

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Section: Human Resources  
File: Policy\humanr\smokefre.doc  
Classification: 0300\5350\D058

Issued by: Occupational Health Manager  
Authorised by: Chief Executive Officer  
Date issued: March 1995

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## SMOKEFREE POLICY

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### Policy

**Visitors** No smoking is permitted by visitors in Auckland Healthcare buildings, vehicles and offices.

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**Staff** Smoking is not permitted by Staff (including contractors and volunteers) in Auckland Healthcare buildings, vehicles and offices. Staff may smoke outside buildings during recognised work breaks.

#### NON CLINICAL EXEMPTION

Houses and Staff residences on Auckland Healthcare property are exempt from this policy. (They may however be subject to in-house policies).

#### CLINICAL EXCEPTIONS

Auckland Healthcare recognises that nicotine addiction is a powerful addiction and accepts that it may be necessary for exceptions to be made by management in specific circumstances. eg:

- secure areas in psychiatric institutions

Such exceptions:

- 1 Must comply with the provisions of the Smokefree Environments Act.
- 2 May necessitate the provision of separate ventilation.
- 3 Must be stated in writing as part of the written policy of the particular workplace.
- 4 Must be reviewed at least annually.

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*Continued on next page*

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Section: Human Resources  
File: Policy\humanr\smokefre.doc  
Classification: 0300\5350\D058

Issued by: Occupational Health Manager  
Authorised by: Chief Executive Officer  
Date issued: March 1995

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## SMOKEFREE POLICY

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### Policy, Continued

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#### Patients

No smoking is permitted by patients in Auckland Healthcare buildings, vehicles and offices. This section will be subject to Part 1, 6, (1) of the Smokefree Environments Act 1990 - "Special Provisions for Certain Institutions", which states:

*In respect of any hospital or rest home, the written policy on smoking required by section 5 of this Act shall also include a requirement that any patient or resident who is so incapacitated as to be unable to move readily or to be moved readily may be permitted to smoke in an area that is not a permitted smoking area, but the employer shall take all such steps as may be practicable in such a case to ensure that all other persons in the vicinity of the incapacitated person will not be affected by the smoke.*

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Section: Human Resources  
File: Policy\humanr\smokefre.doc  
Classification: 0300\5350\D058

Issued by: Occupational Health Manager  
Authorised by: Chief Executive Officer  
Date issued: March 1995

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## SMOKEFREE POLICY

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**Tobacco Products** Tobacco products will not be sold or advertised on Auckland Healthcare premises.

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**New Employees** All applicants for positions with AHSL will be informed of the Smokefree Policy and this will be written in all appointment letters.

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**Breach of Policy** Breach of policy will be subject to the usual procedures in the Discipline and Dismissal Policy.

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Section:	Human Resources	Issued by:	Occupational Health Manager
File:	Policy\humanr\smokefre.doc	Authorised by:	Chief Executive Officer
Classification:	0300\5350\D058	Date issued:	March 1995

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# SMOKEFREE

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## Overview

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### This document

This document covers the following topics relating to Smokefree Policy.

Topic	See Page
Introduction	2
Policy For Visitors	3
Policy For Staff	3
Policy For Patients	4
Tobacco Products	4
New Employees	4
Breach of Policy	4

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Section: Facilities & Equipment  
File: smokefre.doc  
Classification: PP01/F&E/012

Issued by: Occupational Health Manager  
Authorised by: Chief Executive Officer  
Date issued: Reviewed January 1998

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## SMOKEFREE

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### Introduction

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**Purpose**

Auckland Healthcare is committed to promoting a safe and healthy environment for staff and clients. The purpose of this policy is to protect nonsmokers, or people who do not wish to smoke, from tobacco smoke in the environment.

**Smokefree Environment Act 1990**

All statements in this policy are subject to the provisions of the Smokefree environments Act 1990.

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**Scope**

This policy applies to all Auckland Healthcare Staff, contractors volunteers, visitors and patients

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Section: Facilities & Equipment  
File: smokefre.doc  
Classification: PP01/F&E/012

Issued by: Occupational Health Manager  
Authorised by: Chief Executive Officer  
Date issued: Reviewed January 1998

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Page: 2 of 4

Smokefree

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## SMOKEFREE

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### Policy

<b>Visitors</b>	No smoking is permitted by visitors in Auckland Healthcare buildings, vehicles and offices.
<hr/>	
<b>Staff</b>	Smoking is not permitted by Staff (including contractors and volunteers) in Auckland Healthcare buildings, vehicles and offices. Staff may smoke outside buildings during recognised work breaks
<hr/>	
<b>Non Clinical Exemption</b>	Houses and Staff residences on Auckland Healthcare property are exempt from this policy. (They may however be subject to in-house policies).
<hr/>	
<b>Clinical Exceptions</b>	<p>Auckland Healthcare recognises that nicotine addiction is a powerful addiction and accepts that it may be necessary for exceptions to be made by management in specific circumstances. e.g.: - secure areas in psychiatric institutions</p> <p>Such exceptions:</p> <ol style="list-style-type: none"> <li>1. Must comply with the provisions of the Smokefree Environments Act.</li> <li>2. May necessitate the provision of separate ventilation.</li> <li>3. Must be stated in writing as part of the written policy of the particular workplace.</li> <li>4. Must be reviewed at least annually.</li> </ol>

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*Continued on next page*

Section:	Facilities & Equipment	Issued by:	Occupational Health Manager
File:	smokefre.doc	Authorised by:	Chief Executive Officer
Classification:	PP01/F&E/012	Date issued:	Reviewed January 1998

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Smokefree	Page:	3 of 4
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## SMOKEFREE

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### Policy, Continued

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**Patients**

No smoking is permitted by patients in Auckland Healthcare buildings, vehicles and offices. This section will be subject to Part 1, 6, (1) of the Smokefree Environments Act 1990 - "Special Provisions for Certain Institutions", which states:

*In respect of any hospital or rest home, the written policy on smoking required by section 5 of this Act shall also include a requirement that any patient or resident who is so incapacitated as to be unable to move readily or to be moved readily may be permitted to smoke in an area that is not a permitted smoking area, but the employer shall take all such steps as may be practicable in such a case to ensure that all other persons in the vicinity of the incapacitated person will not be affected by the smoke.*

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**Tobacco Products**

Tobacco products will not be sold or advertised on Auckland Healthcare premises.

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**New Employees**

All applicants for positions with AHSL will be informed of the Smokefree Policy and this will be written in all appointment letters.

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**Breach of Policy**

Breach of policy will be subject to the usual procedures in the Discipline and Dismissal Policy.

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Section: Facilities & Equipment  
File: smokefre.doc  
Classification: PP01/F&E/012

Issued by: Occupational Health Manager  
Authorised by: Chief Executive Officer  
Date issued: Reviewed January 1998

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## SMOKEFREE ENVIRONMENTS

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### Overview

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#### This document

This document covers the following topics relating to Smokefree Environments.

Topic	See Page
Smokefree Environments Act 1990	2
Smokefree Environments	3

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#### Associated documents

The table below indicates other documents associated with this policy.

Type	Document Title(s)
Company Policy	Health and Safety
Health & Safety	Staff Accidents/Incidents
Hospital Policy	Not applicable
Legislation	Smokefree Environments Act 1990

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Section: Facilities & Equipment  
File: smokefree.doc  
Classification: PP01/F&E/012.DOC

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Issued by: Manager, Occupational Health  
Authorised by: Chief Executive Officer  
Date Issued: Updated January 1999

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## SMOKEFREE ENVIRONMENTS

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### Smokefree Environments Act 1990

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#### Introduction

This policy is set out to meet the requirements of the Smokefree Environments Act 1990 which aims to –

- Reduce the detrimental effect of passive smoking
- Regulate the tobacco industry.

It includes provisions for all employers (sections 5 and 7) and hospitals (section 6(1)).

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#### Policy

Every employer must –

- Have a written policy on smoking in the workplace
- Review the policy annually
- Supply the written policy to any employee on request
- Have a procedure for making complaints

Following consultation, the employer makes the final decision about the policy and can go beyond the minimum requirements.

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#### Minimum smokefree areas

The following areas in the workplace must be smokefree –

- Lifts and offices where more than 1 person works in common airspace
  - Areas to which the public normally has access
  - Half of any workplace cafeteria
  - 2 metres around any employee in a workplace which is not an office (for example, warehouse or factory).
- 

#### Consultation

Employers must consult with employees or a representative when writing or reviewing the policy.

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#### Signage

Employers must display prominent signs indicating smokefree and smoking areas.

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#### Complaints

Complaints can be documented on the Staff Incident Accident Form (CC395) and followed up in the usual manner.

Complaints from patients and/or visitors can be made to the Complaints Coordinator.

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Section: Facilities & Equipment  
File: smokefree.doc  
Classification: PP01/F&E/012.DOC

Issued by: Manager, Occupational Health  
Authorised by: Chief Executive Officer  
Date Issued: Updated January 1999

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## SMOKEFREE ENVIRONMENTS

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### Smokefree Environments

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<b>Purpose</b>	To provide a healthy, smokefree environment for all employees, patients and visitors.
<b>Scope</b>	This policy applies to all Auckland Healthcare employees, patients, visitors, volunteers and contractors.
<b>Smokefree</b>	All Auckland Healthcare buildings (including staff residences), vehicles and offices are smokefree.
<b>Tobacco Products</b>	Tobacco products must not be sold or advertised on Auckland Healthcare premises.
<b>Applicants</b>	Applicants for positions with Auckland Healthcare Services must be informed of the Smokefree Environments Policy. This must be documented in letters of appointment.
<b>Patients/Clients</b>	<p>The Act requires that patients/clients, who are so incapacitated that they cannot move/be moved, may smoke in a smokefree area. Management must –</p> <ul style="list-style-type: none"><li>• Ensure others in the vicinity are not adversely affected</li><li>• Document provisions in local policy</li><li>• Review the policy annually</li></ul>

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Section: Facilities & Equipment  
File: smokefree.doc  
Classification: PP01/F&E/012.DOC

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Issued by: Manager, Occupational Health  
Authorised by: Chief Executive Officer  
Date Issued: Updated January 1999

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## SMOKEFREE ENVIRONMENTS

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## SMOKEFREE ENVIRONMENTS

### Smokefree Environments Act (1990)

#### Purpose

The purpose of this policy is to outline:

- The requirements of the Smokefree Environments Act (1990) as it applies to health services
- The A+ Policy to ensure legislative compliance

#### Scope

This policy applies to all Auckland Healthcare employees, patients, visitors, volunteers, contractors and others accessing A+ sites or vehicles.

#### Associated documents

The table below indicates other documents associated with this policy.

Type	Document Title(s)
Company Policy	• Health and Safety
Health & Safety	• Staff Accidents/Incidents
Legislation	• Smokefree Environments Act 1990

#### Requirements of the Smokefree Environments Act (1990)

Every employer –

- Must have a written policy on smoking in the workplace that is reviewed annually and available on request.
- Must have a procedure for making complaints.
- Can go beyond minimum requirements.
- Must consult with employees or a representative when writing or reviewing the policy.
- Must display prominent signs indicating Smokefree and Smoking areas.

#### Minimum smokefree areas

The following areas in the workplace must be smokefree –

- Lifts and offices where more than 1 person works in common airspace
- Areas to which the public normally has access
- Half of any workplace cafeteria
- 2 metres around any employee in a workplace which is not an office (for example, warehouse or factory).

Section: Facilities & Equipment  
File: smokefree.doc  
Classification: PP01/F&E/012.DOC

Issued by: Manager, Occupational Health  
Authorised by: Chief Executive Officer  
Date Issued: Updated August 2000

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## SMOKEFREE ENVIRONMENTS

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### A+ Smokefree Policy

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<b>Purpose</b>	To provide a healthy, smokefree environment for all employees, patients and visitors.
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<b>Smokefree</b>	All Auckland Healthcare buildings (including staff residences), vehicles and offices are smokefree.
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<b>Tobacco Products</b>	Tobacco products must not be sold or advertised on Auckland Healthcare premises.
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<b>Written Policy</b>	This written policy must be supplied to any employee, prospective employee or employee representative on request.
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<b>Designated Patient Smoking Areas</b>	<p>Patients/clients, who are so incapacitated that they cannot move / be moved, may smoke in a smokefree area.</p> <p>Management must –</p> <ul style="list-style-type: none"><li>• Ensure others in the vicinity are not adversely affected</li><li>• Document provisions in local policy</li><li>• Review the policy annually</li></ul> <p>Where it is not desirable or possible for a patient to go outside to smoke a designated well ventilated area may be allocated for that purpose. The management of such an area must be documented in local policy.</p>
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<b>Complaints</b>	<p>Complaints can be documented on the Staff Incident Accident Form (CC395) and followed up in the usual manner.</p> <p>Complaints from patients and / or visitors can be made to the Complaints Coordinator.</p>
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Section:	Facilities & Equipment
File:	smokefree.doc
Classification:	PP01/F&E/012.DOC

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Issued by:	Manager, Occupational Health
Authorised by:	Chief Executive Officer
Date Issued:	Updated August 2000

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## SMOKEFREE ENVIRONMENTS

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### Smokefree Environments Act (1990)

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#### Purpose

The purpose of this policy is to outline:

- The requirements of the Smokefree Environments Act (1990) as it applies to health services
  - The A+ Policy to ensure legislative compliance
- 

#### Scope

This policy applies to all Auckland District Health Board employees, patients, visitors, volunteers, contractors and others accessing A+ sites or vehicles.

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#### Associated documents

The table below indicates other documents associated with this policy.

Type	Document Title(s)
Board Policy	• Health and Safety
Health & Safety	• Staff Accidents/Incidents
Legislation	• Smokefree Environments Act 1990

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#### Requirements of the Smokefree Environments Act (1990)

Every employer –

- Must have a written policy on smoking in the workplace that is reviewed annually and available on request.
  - Must have a procedure for making complaints.
  - Can go beyond minimum requirements.
  - Must consult with employees or a representative when writing or reviewing the policy.
  - Must display prominent signs indicating Smokefree and Smoking areas.
- 

#### Minimum smokefree areas

The following areas in the workplace must be smokefree –

- Lifts and offices where more than 1 person works in common airspace
- Areas to which the public normally has access
- Half of any workplace cafeteria
- 2 metres around any employee in a workplace which is not an office (for example, warehouse or factory).

Section: Facilities & Equipment  
File: smokefree.doc  
Classification: PP01/F&E/012.DOC

Issued by: Manager, Occupational Health  
Authorised by: Chief Executive Officer  
Date Issued: Reviewed October 2001

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## SMOKEFREE ENVIRONMENTS

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### A+ Smokefree Policy

<b>Purpose</b>	To provide a healthy, smokefree environment for all employees, patients and visitors.
<b>Smokefree</b>	All Auckland District Health Board buildings (including staff residences), vehicles and offices are smokefree.
<b>Tobacco Products</b>	Tobacco products must not be sold or advertised on Auckland District Health Board premises.
<b>Written Policy</b>	This written policy must be supplied to any employee, prospective employee or employee representative on request.
<b>Designated Patient Smoking Areas</b>	<p>Patients/clients, who are so incapacitated that they cannot move / be moved, may smoke in a smokefree area.</p> <p>Management must –</p> <ul style="list-style-type: none"> <li>• Ensure others in the vicinity are not adversely affected</li> <li>• Document provisions in local policy</li> <li>• Review the policy annually</li> </ul> <p>Where it is not desirable or possible for a patient to go outside to smoke a designated well ventilated area may be allocated for that purpose. The management of such an area must be documented in local policy.</p>
<b>Complaints</b>	<p>Complaints can be documented on the Staff Incident Accident Form (CC395) and followed up in the usual manner.</p> <p>Complaints from patients and / or visitors can be made to the Complaints Coordinator.</p>

Section: Facilities & Equipment  
 File: smokefree.doc  
 Classification: PP01/F&E/012.DOC

Issued by: Manager, Occupational Health  
 Authorised by: Chief Executive Officer  
 Date Issued: Reviewed October 2001

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## SMOKEFREE ENVIRONMENTS

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### Overview

#### Purpose

- To enable ADHB to meet a key New Zealand Health Strategy goal by reducing the rate of smoking amongst staff and the community.
- To provide a healthy, smokefree environment for all employees, patients and visitors.
- To provide health leadership in becoming a smokefree organisation.
- To enable ADHB to meet the requirements of the Smokefree Environments Act (1990).

#### Scope

This policy applies to all Auckland District Health Board employees, patients, visitors, volunteers, contractors and others accessing ADHB. It applies to all buildings, grounds and vehicles owned or occupied by ADHB, including business and social venues.

#### Associated documents/references

The table below indicates other documents associated with this policy

Type	Document Title
Board Policy Manual	<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Board Motor Vehicles</li> <li>• Discipline &amp; Dismissal</li> <li>• Complaints Management</li> <li>• Challenging Behaviour</li> </ul>
Health & Safety Manual	Staff Accident/Incident
Legislation	Smokefree Environments Act 1990 Health & Safety in Employment Act 1993
Reference	MOH Strategy - New Zealand Health Strategy 2000

Section: Facilities & Equipment  
File: Smokefree.doc  
Classification: BP01/F&E/012.DOC

Issued by: Manager Occ Health & Safety  
Authorised by: Chief Executive Officer  
Date Issued: Updated December 2002

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## SMOKEFREE ENVIRONMENTS

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### ADHB Smokefree Policy

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#### Requirements of the Smokefree Environments Act (1990)

##### Every employer:

- Must have a written policy on smoking in the workplace that is reviewed annually, displayed in the workplace and available on request.
  - Must have a procedure for making complaints.
  - Can go beyond minimum requirements.
  - Must consult with employees or a representative when writing or reviewing the policy.
  - Must display prominent signs indicating smokefree and smoking areas.
  - The needs of incapacitated patients who smoke may be considered, but consideration shall be given to the obligation of the employer to ensure that all other persons in the vicinity of the incapacitated person will not be affected by smoke
- 

#### Smokefree Policy Coverage

All Auckland District Health Board (ADHB) buildings (including staff residences), grounds, offices and vehicles will be smokefree from **1 October 2003**. Some areas, as agreed under the umbrella of the project may have a delayed commencement date, but this will only be due to exceptional circumstances and for a limited period.

##### As from 1 October 2003:

- All ADHB staff must not smoke publicly while on Board business, while in their health professional role, while wearing Board identification, or in Board uniform.
  - All ADHB processes and systems will be amended to reflect the requirements of this policy
  - All ADHB business and social functions will be smokefree.
- 

Section: Facilities & Equipment  
File: Smokefree.doc  
Classification: BP01/F&E/012.DOC

Issued by: Manager Occ Health & Safety  
Authorised by: Chief Executive Officer  
Date Issued: Updated December 2002

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## SMOKEFREE ENVIRONMENTS

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### ADHB Smokefree Policy, contd.

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#### Transition Phase

During the transition phase from 1 January 2003 and 30 September 2003:

- All Auckland District Health Board (ADHB) buildings (including staff residences), grounds, offices and vehicles will be smokefree, with the exception of designated smoking areas for staff, patients and visitors.
  - Bilingual signage (English and Maori) will be erected to identify and locate these designated smoking areas.
  - Management of such an area will be documented in a guideline to staff.
  - All staff and patients who smoke will be encouraged to quit or offered alternative therapy.
- 

#### Information and Communication

- Bilingual "No Smoking" signage will be erected at all entrances to ADHB facilities, grounds and carparks.
  - Patients will be informed of the smokefree policy at the time of admission or outpatient appointments.
  - Visitors will be informed by external communication and signage.
  - Staff will be informed at recruitment and orientation.
  - A communication strategy will be created by the ADHB Smokefree Project Team and led by the General Manager of Communications and Community Consultation to notify all stakeholders before and during the policy implementation process.
  - Education and promotional material regarding the Smokefree policy and smoking cessation options will be made available.
  - Smokefree clauses will be incorporated into all new contracts
  - ADHB staff members who wishes to leave ADHB facilities to smoke may do so during designated meal / tea breaks
  - The Smokefree policy and procedures will be reviewed annually in consultation with employees to ensure compliance with sector five (5) of the Smokefree Environment Act 1990 and subsequent amendments
- 

Section: Facilities & Equipment  
 File: Smokefree.doc  
 Classification: BP01/F&E/012.DOC

Issued by: Manager Occ Health & Safety  
 Authorised by: Chief Executive Officer  
 Date Issued: Updated December 2002

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## SMOKEFREE ENVIRONMENTS

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### ADHB Smokefree Policy, contd.

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<b>Smoking Cessation Programmes</b>	All staff and patients who smoke and request assistance to stop smoking will be referred to a recognised and culturally appropriate cessation programme.
<b>Tobacco Products</b>	Tobacco products must not be sold or advertised on Auckland District Health Board premises. ADHB will not seek or accept sponsorship from any tobacco manufacturer or company.
<b>Written Policy</b>	This written policy must be supplied to any employee, prospective employee or employee representative on request.
<b>Complaints</b>	<ul style="list-style-type: none"><li>• Staff complaints can be documented on the Staff Incident Accident Form (CC395) and followed up in the usual manner.</li><li>• Complaints from patients and / or visitors can be made to the Complaints Co-ordinator, Quality of Service, Level 2, Building 14, and Greenlane Hospital.</li><li>• Written complaints will be processed according to current Complaints Management Policy.</li></ul>
<b>Compliance</b>	<ul style="list-style-type: none"><li>• Management will discuss and address non-compliance with their staff member/s in accordance with the ADHB Disciplinary Policy.</li><li>• Visitors who wish to smoke during the transition phase will be directed by Security to do so in designated smoking areas.</li><li>• A guideline for addressing non-compliance by staff, patients and visitors will be communicated to managers and staff of ADHB.</li></ul>

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Section: Facilities & Equipment  
File: Smokefree.doc  
Classification: BP01/F&E/012.DOC

Issued by: Manager Occ Health & Safety  
Authorised by: Chief Executive Officer  
Date Issued: Updated December 2002



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## SMOKEFREE ENVIRONMENTS

---

### Overview

#### Purpose

- To enable ADHB to meet a key New Zealand Health Strategy goal by reducing the rate of smoking amongst staff and the community.
- To provide a healthy, smokefree environment for all employees, patients and visitors.
- To provide health leadership in becoming a smokefree organisation.
- To enable ADHB to meet the requirements of the Smokefree Environments Act (1990).

#### Scope

This policy applies to all Auckland District Health Board employees, patients, visitors, volunteers, contractors and others accessing ADHB. It applies to all buildings, grounds and vehicles owned or occupied by ADHB, including business and social venues.

#### Associated documents/references

The table below indicates other documents associated with this policy

Type	Document Title
Board Policy Manual	<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Board Motor Vehicles</li> <li>• Discipline &amp; Dismissal</li> <li>• Complaints Management</li> <li>• Challenging Behaviour</li> </ul>
Health & Safety Manual	Staff Accident/Incident
Legislation	Smokefree Environments Act 1990 Health & Safety in Employment Act 1993
Reference	MOH Strategy - New Zealand Health Strategy 2000

Section: Facilities & Equipment  
File: Smokefree.doc  
Classification: BP01/F&E/012.DOC

Issued by: Manager Occ Health & Safety  
Authorised by: Chief Executive Officer  
Date Issued: Updated September 2003

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## SMOKEFREE ENVIRONMENTS

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### ADHB Smokefree Policy

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#### Requirements of the Smokefree Environments Act (1990)

Every employer:

- Must have a written policy on smoking in the workplace that is reviewed annually, displayed in the workplace and available on request.
  - Must have a procedure for making complaints.
  - Can go beyond minimum requirements.
  - Must consult with employees or a representative when writing or reviewing the policy.
  - Must display prominent signs indicating smokefree and smoking areas.
  - The needs of incapacitated patients who smoke may be considered, but consideration shall be given to the obligation of the employer to ensure that all other persons in the vicinity of the incapacitated person will not be affected by smoke
- 

#### Smokefree Policy Coverage

All Auckland District Health Board (ADHB) buildings (including staff residences), grounds, offices and vehicles will be smokefree from **1 October 2003**. Some areas, as agreed under the umbrella of the project may have a delayed commencement date, but this will only be due to exceptional circumstances and for a limited period.

#### As from 1 October 2003:

- All ADHB staff must not smoke publicly while on Board business and while in their health professional role
  - All ADHB processes and systems will be amended to reflect the requirements of this policy
  - All ADHB business and social functions will be smokefree.
- 

Section: Facilities & Equipment  
File: Smokefree.doc  
Classification: BP01/F&E/012.DOC

Issued by: Manager Occ Health & Safety  
Authorised by: Chief Executive Officer  
Date Issued: Updated September 2003

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## SMOKEFREE ENVIRONMENTS

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### ADHB Smokefree Policy, contd.

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#### Transition Phase

During the transition phase from 1 January 2003 and 30 September 2003:

- All Auckland District Health Board (ADHB) buildings (including staff residences), grounds, offices and vehicles will be smokefree, with the exception of designated smoking areas for staff, patients and visitors.
  - Bilingual signage (English and Maori) will be erected to identify and locate these designated smoking areas.
  - Management of such an area will be documented in a guideline to staff.
  - All staff and patients who smoke will be encouraged to quit or offered alternative therapy.
- 

#### Information and Communication

- Bilingual "No Smoking" signage will be erected at all entrances to ADHB facilities, grounds and carparks.
  - Patients will be informed of the smokefree policy at the time of admission or outpatient appointments.
  - Smoking status of all ADHB patients will be assessed, recorded and referrals offered where cessation programmes exist.
  - Visitors will be informed by external communication and signage.
  - Staff will be informed at recruitment and orientation.
  - A communication strategy will be created by the ADHB Smokefree Project Team and led by the General Manager of Communications and Community Consultation to notify all stakeholders before and during the policy implementation process.
  - Education and promotional material regarding the Smokefree policy and smoking cessation options will be made available.
  - Smokefree clauses will be incorporated into all new contracts
  - ADHB staff members who wish to leave ADHB facilities to smoke may do so during designated meal / tea breaks
  - The Smokefree policy and procedures will be reviewed annually in consultation with employees to ensure compliance with sector five (5) of the Smokefree Environment Act 1990 and subsequent amendments
- 

Section: Facilities & Equipment  
 File: Smokefree.doc  
 Classification: BP01/F&E/012.DOC

Issued by: Manager Occ Health & Safety  
 Authorised by: Chief Executive Officer  
 Date Issued: Updated September 2003

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## SMOKEFREE ENVIRONMENTS

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### ADHB Smokefree Policy, contd.

<b>Smoking Cessation Programmes</b>	All staff and patients who smoke and request assistance to stop smoking will be referred to a recognised and culturally appropriate cessation programme.
<b>Tobacco Products</b>	Tobacco products must not be sold or advertised on Auckland District Health Board premises. ADHB will not seek or accept sponsorship from any tobacco manufacturer or company.
<b>Written Policy</b>	This written policy must be supplied to any employee, prospective employee or employee representative on request.
<b>Complaints</b>	<ul style="list-style-type: none"> <li>• Staff complaints can be documented on the Staff Incident Accident Form (CC395) and followed up in the usual manner.</li> <li>• Complaints from patients and / or visitors can be made to the Complaints Co-ordinator, Quality &amp; Safety Unit, Level 2, Building 14, and Greenlane Hospital.</li> <li>• Written complaints will be processed according to current Complaints Management Policy.</li> </ul>
<b>Compliance</b>	<ul style="list-style-type: none"> <li>• Management will discuss and address non-compliance with their staff member/s in accordance with the ADHB Disciplinary Policy.</li> <li>• Visitors who wish to smoke during the transition phase will be directed by Security to do so in designated smoking areas.</li> <li>• A guideline for addressing non-compliance by staff, patients and visitors will be communicated to managers and staff of ADHB.</li> </ul>

Section: Facilities & Equipment  
 File: Smokefree.doc  
 Classification: BP01/F&E/012.DOC

Issued by: Manager Occ Health & Safety  
 Authorised by: Chief Executive Officer  
 Date Issued: Updated September 2003

## SMOKEFREE

### Overview

#### Purpose

To enable ADHB to contribute to the reduction of harm caused by smoking and meet key New Zealand Health Strategy priority population health objectives by:

- Implementing systems that actively support patients to become smokefree
- Providing healthy, smokefree environments for all employees, patients and visitors and support for staff to stop smoking

#### Scope

This policy applies to all ADHB employees, patients, visitors, volunteers, contractors and others accessing ADHB. It applies to all buildings, grounds and vehicles owned or occupied by ADHB, including ADHB sponsored business and social events. It applies to all vehicles entering into ADHB grounds.

#### Associated Documents

The table below indicates other documents associated with this policy.

Type	Document Titles
Board Policies	<ul style="list-style-type: none"> <li>• <u>Calming &amp; Restraint Training</u></li> <li>• <u>Complaints Management</u></li> <li>• <u>Discipline &amp; Dismissal</u></li> <li>• <u>Health &amp; Safety</u></li> <li>• <u>Motor Vehicles - Board</u></li> <li>• <u>Uniform, Surgical Attire / Scrub Clothing &amp; Professional Presentation</u></li> </ul>
Health & Safety	<u>Staff Accidents / Incident / Occurrence Reporting, Recording &amp; Investigation</u>
Legislation	<ul style="list-style-type: none"> <li>• Smoke-free Environments Act 1990</li> <li>• Health &amp; Safety in Employment Act 1992</li> </ul>

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Section:	Facilities & Equipment	Issued by:	Executive Director of Nursing
File:	v08.00_Smokefree_2006-06---	Authorised by:	Chief Executive
Classification:	PP01/F&E/012	Date Issued:	Updated June 2006

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## SMOKEFREE

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### Overview, Continued

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Type	Document Titles
References	<ul style="list-style-type: none"><li>• MoH Strategy – New Zealand Health Strategy 2000</li><li>• Clearing the Smoke - A five-year plan for Tobacco Control in New Zealand (2004-09)</li><li>• The NZ Cancer Control Strategy Action Plan 2005 – 2010</li></ul>

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## SMOKEFREE

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### Smokefree Environments

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#### Policy Statements

No smoking is permitted by anyone inside ADHB buildings (including staff residences), grounds, offices and vehicles. No smoking on grounds includes: boundary fences, gardens, entrances and steps.

There are special provisions only for patients in inpatient Mental Health Services, who may smoke in designated smoking areas. There are no special provisions for staff.

All ADHB Staff must not smoke publicly while in their health professional role. ADHB staff members who wish to leave ADHB facilities to smoke may do so during designated meal/tea breaks but are required to conceal any reference to them being identified as ADHB employees (while smoking). ID badges should be removed and uniforms covered.

All ADHB policies, processes and systems will be amended to reflect the requirements of this policy.

All ADHB business and social functions will be smokefree.

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Section:	Facilities & Equipment	Issued by:	Executive Director of Nursing
File:	v08.00_Smokefree_2006-06---	Authorised by:	Chief Executive
Classification:	PP01/F&E/012	Date Issued:	Updated June 2006

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## SMOKEFREE

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### Smokefree Environments, Continued

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#### Information & Communication

##### Patients and visitors:

- Patients will be informed of the Smokefree policy at the time of admission or outpatient appointments
- Elective service appointments letters will include reference to the Smokefree policy
- Patients must sign the “Intention to Leave Hospital Grounds” form CR2159 when leaving the premises to smoke. This only needs to be completed once on admission.
- Smokefree signage will be visible at all entrances to buildings and grounds

##### Staff:

- Staff will be informed of the Smokefree policy at recruitment, appointment and orientation and through ADHB internal communication processes
  - Smokefree clauses will be incorporated into all new employment agreements
  - The Smokefree policy and procedures will be reviewed every two years - in consultation with employees and unions
  - Staff have the right to refuse to take patients offsite to smoke.
- 

#### Smoking Cessation Programmes

##### Staff:

- Occupational Health & Safety provide smoking cessation support for staff who wish to quit smoking. Programme information is available on the Occupational Health & Safety intranet site
- Nicotine Replacement Therapy (NRT) will be available at ADHB onsite pharmacies

##### Patients:

- All cardiac, cardio-thoracic and respiratory patients who wish to quit smoking can be referred to the Smoking Cessation Specialist. Ext: 26591 Locator: 934035 or other appropriate services
  - All pregnant women / their families and parents of child patients can be referred to Smokechange Ph: 357-0781 or other similar programmes
  - All other patients can be referred to recognised and culturally appropriate smoking cessation programmes
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Section:	Facilities & Equipment	Issued by:	Executive Director of Nursing
File:	v08.00_Smokefree_2006-06---	Authorised by:	Chief Executive
Classification:	PP01/F&E/012	Date Issued:	Updated June 2006

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## SMOKEFREE

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### Smokefree Environments, Continued

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- Tobacco Products** Tobacco products must not be sold or advertised on Auckland District Health Board premises. ADHB 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.
- 
- Written Policy** This written policy must be supplied to any employee, prospective employee or employee representative on request.
- 
- Concerns & Complaints** Staff concerns about any hazard in the workplace can be documented on the Hazard Identification Form available on the intranet.
- Complaints from patients and / or visitors can be made to Complaints Coordinator, Quality & Safety, Level 1, Building 10, Greenlane Clinical Centre.
- Written complaints will be processed according to current Complaints Management Policy.
- 
- Compliance** Staff:
- Non-compliance with this policy by an employee is considered misconduct. RC Managers will discuss and address non-compliance with their staff in accordance with the ADHB Discipline & Dismissal Policy.
  - Where Security staff observe ADHB employees breaching the Smokefree Policy, they are authorised to request that the employee provide their staff ID for inspection by Security. Employees will comply with such requests. Security staff will advise the employee's line manager of their observations and the matter may be dealt with in the context of the Discipline & Dismissal Policy.
  - Employees should not enter into any debate with security staff regarding the ADHB Smokefree policy. Any issues or concerns should be addressed with their immediate manager.
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Section:	Facilities & Equipment	Issued by:	Executive Director of Nursing
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Smokefree	Page:	5 of 6
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## SMOKEFREE

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### Smokefree Environments, Continued

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#### Compliance *Continued*

##### Patients and visitors:

- Security staff have a responsibility to inform and assist with the enforcement of the ADHB Smokefree policy.
- ADHB employees are encouraged to inform patients and visitors who smoke onsite that ADHB is smokefree and that they must go off-site to smoke. The role of staff is to advise not 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.

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#### Vision for the Future

The three DHBs across the Auckland regional (namely, Auckland DHB, Counties Manukau DHB and Waitemata DHB) have committed to Smokefree systems.

##### ADHB has made an initial commitment to this project and will ensure that by 2008:

- All patients who smoke or are exposed to smoke in the home will be identified
  - All front-line health staff will be offered training in effective brief interventions for smoking cessation / smoke change
  - All patients who smoke or are exposed to smoke in the home will receive frequent and brief interventions for smoking cessation / smoke change
  - Dedicated Smokefree services will be established.
  - Mental health services will be smokefree by 2010
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## SMOKEFREE

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### Overview

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Document Type	Policy
Function(s)	Board Governance
Health Service Group (HSG)	ADHB Generic
Department(s) affected	All ADHB Wards and Services
Patients affected (if applicable)	All ADHB patients and their visitors
Staff members affected	All ADHB staff and contractors
Key words	Smokefree
Author – role only	Facilitator, Smokefree Services
Owner (see ownership structure)	Executive Director of Nursing
Edited by	Document Controller
Date first published	August 1984
Date this version published	July 2012
Date of next scheduled review	July 2015
Unique Identifier	PP01/F&E/012

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#### Purpose

To enable ADHB 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 and support for staff to stop smoking.
- 

#### Scope

This policy applies to all ADHB employees, patients, visitors, volunteers, contractors and others accessing ADHB. It applies to all buildings, grounds and vehicles owned or occupied by ADHB, including ADHB sponsored business and social events. It applies to all vehicles entering into ADHB grounds.

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Section:	Facilities & Equipment	Issued by:	Facilitator Smokefree
File:	v09.00_Smokefree_2012-07-11x	Authorised by:	EDON
Classification:	PP01/F&E/012	Date Issued:	Updated July 2012

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## SMOKEFREE

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### Overview, Continued

#### Associated Documents

The table below indicates other documents associated with this policy.

Type	Document Titles
Board Policies	<ul style="list-style-type: none"> <li>• <a href="#">Calming &amp; Restraint Training</a></li> <li>• <a href="#">Complaints Management</a></li> <li>• <a href="#">Discipline &amp; Dismissal</a></li> <li>• <a href="#">Hazard Management</a></li> <li>• <a href="#">Health &amp; Safety</a></li> <li>• <a href="#">Motor Vehicles - Board</a></li> <li>• <a href="#">Nicotine Withdrawal Management</a></li> <li>• <a href="#">Uniform, Surgical Attire / Scrub Clothing &amp; Professional Presentation</a></li> </ul>
Mental Health Policies	<ul style="list-style-type: none"> <li>• <a href="#">Smokefree in CFU</a></li> <li>• <a href="#">Smokefree in TWT</a></li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• <a href="#">OH&amp;S Occurrence</a></li> </ul>
Forms	<ul style="list-style-type: none"> <li>• CR2159 Intent to Leave Hospital Grounds</li> <li>• CR2209 Nicotine Replacement SO</li> <li>• CR2201 Smoking Assessment Record</li> <li>• CR6655 Smoking Cessation Assessment</li> </ul>
Intranet Site	<ul style="list-style-type: none"> <li>• <a href="#">ADHB Smokefree</a></li> </ul>
Legislation	<ul style="list-style-type: none"> <li>• Smoke-free Environments Act 1990</li> <li>• <a href="#">Health &amp; Safety in Employment Act 1992</a></li> </ul>
References	<ul style="list-style-type: none"> <li>• Implementing the ABC Approach for Smoking Cessation Ministry of Health 2009 Framework and work programme.</li> <li>• The NZ Cancer Control Strategy Action Plan 2005 – 2010.</li> </ul>

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## SMOKEFREE

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### Policy Statements

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#### Policy Statements

Smoking is not permitted by anyone inside ADHB buildings (including staff residences), grounds, offices and vehicles. There is to be no smoking within the grounds of ADHB property. This includes: boundary fences, gardens, entrances and steps.

All ADHB Staff must not smoke publicly while in their health professional role. ADHB staff members who wish to leave ADHB facilities to smoke may do so during designated meal/tea breaks but are required to conceal any reference to them being identified as ADHB employees (while smoking). ID badges should be removed and uniforms covered.

All ADHB business and social functions will be smokefree.

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Section:	Facilities & Equipment	Issued by:	Facilitator Smokefree
File:	v09.00_Smokefree_2012-07-11x	Authorised by:	EDON
Classification:	PP01/F&E/012	Date Issued:	Updated July 2012

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## SMOKEFREE

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### Information & Communication

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**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.
  - All patients that smoke will be offered Nicotine Replacement Therapy for withdrawal management.
  - Patients must sign the “Intention to Leave Hospital Grounds” form CR2159 when leaving the premises to smoke. This only needs to be completed once on admission. Mental Health Services have their own criteria for leave provision.
  - Smokefree signage will be visible at all entrances to buildings and grounds.
- 

**Visitors:**

- Visitors will be informed of ADHB Smokefree policy. Visitors who wish to smoke will be advised to leave the hospital grounds.
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**Staff:**

- Staff will be informed of the Smokefree policy at recruitment appointment, orientation and through ADHB internal communication processes.
  - Smokefree clauses will be incorporated into all new employment agreements.
  - Staff are not permitted to take patients offsite to smoke.
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## SMOKEFREE

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### Smoking Cessation Programmes

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**Patients:**

- All patients who wish to quit smoking can be referred to the Smokefree Services Ext: 27867. Pregnant women, partners and their families/whanau can be referred to Smokefree Pregnancy Services Ext: 27867. Patients can also be referred to Quitline 0800-778-778, Aukati Kaipapa (09) 578-0967 and Pacific Quit 0800-867-848.
  - All ADHB staff have been trained in the **ABC** of Smoking Cessation:
    - A** – Ask patients if they smoke,
    - B** – Give **B**rief advice to stop smoking and
    - C** – Offer **C**essation support and document all actions
  - This provides a framework to determine smoking status, provide information on how smoking is affecting patient's health and recovery, the benefits of quitting and information on support agencies and nicotine replacement therapy provision.
- 

**Staff**

- Occupational Health & Safety and Smokefree Services provide smoking cessation support for staff who wish to quit smoking. Programme information is available on the Occupational Health and Safety and Smokefree Services intranet sites.
  - Nicotine Replacement Therapy (NRT) is available at ADHB onsite pharmacies.
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## SMOKEFREE

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### Compliance

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- Patients & Visitors:**
- Patients and visitors who wish to smoke must be informed that ADHB is a smokefree site and if they wish to smoke they must go off-site.
  - Security staff members have a responsibility to inform and assist with the enforcement of the ADHB Smokefree policy.
  - ADHB employees are encouraged to inform patients and visitors who smoke onsite ADHB grounds that it is smokefree and that they must go off-site to smoke. The role of staff is to advise not 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.

- 
- Staff:**
- Non-compliance with this policy by an employee is considered misconduct. Managers will discuss and address non-compliance with their staff in accordance with the ADHB Discipline & Dismissal Policy (Formal Record of Staff Smoking see appendix 1).
  - Security staff members have a responsibility to inform and assist with the enforcement of the ADHB Smokefree policy.
  - Where a Security staff member observes ADHB employees breaching the Smokefree Policy they are authorised to request that the employee provide their staff ID for inspection. Employees will comply with such requests. Security staff will advise the employee’s Manager of their observations and the matter may be dealt with in the context of the Discipline & Dismissal Policy.
  - Security staff should not enter into any debate with employees regarding the ADHB Smokefree policy. Any issues or concerns should be addressed with their Manager.

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Section:	Facilities & Equipment	Issued by:	Facilitator Smokefree
File:	v09.00_Smokefree_2012-07-11x	Authorised by:	EDON
Classification:	PP01/F&E/012	Date Issued:	Updated July 2012

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## SMOKEFREE

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### Compliance, Continued

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<b>Tobacco Products</b>	<p>Tobacco products must not be sold or advertised on Auckland District Health Board premises. ADHB will not seek or accept sponsorship from any tobacco manufacturer or company.</p> <p>Staff may not purchase tobacco products on behalf of patients or supply tobacco products to patients.</p>
<b>Written Policy</b>	<p>This written policy must be supplied to any employee, prospective employee or employee representative on request.</p> <p>The Smokefree policy and procedures will be reviewed every two years - in consultation with employees and unions.</p>
<b>Concerns &amp; Complaints</b>	<p>Staff concerns about any hazard in the workplace can be documented on the Hazard Identification Form available on the intranet.</p> <p>Complaints from patients and/or visitors can be made to Complaints Coordinator, Quality &amp; Safety, Level 1, Building 10, Greenlane Clinical Centre.</p> <p>Written complaints will be processed according to current Complaints Management Policy.</p>

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## SMOKEFREE

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### Formal Record of Staff Smoking

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#### The Policy

Auckland District Health Board's Smokefree Policy states that smoking is not permitted by anyone inside ADHB buildings (including staff residences), grounds, offices and vehicles. No smoking in grounds includes: boundary fences, gardens, entrances and steps.

With regard to employees it also states that all ADHB staff must not smoke publicly while in their health professional role. ADHB staff members who wish to leave ADHB facilities to smoke may do so during designated meal/tea breaks but are required to conceal any reference to them being identified as ADHB employees (while smoking). ID badges should be removed and uniforms covered.

#### The intent behind the Policy

The Smokefree Policy has been developed to protect and promote the best health outcomes for patients, staff and visitors. The Policy has been developed to:

- Encourage and support staff, patients and visitors to become smokefree through smoking cessation services
- Protect those who use ADHB services and visit our facilities
- Promote an attitudinal and behavioural change to smoke
- Safeguard staff against the health impacts of tobacco smoke, including environmental tobacco smoke
- Ensure compliance with the Smokefree Environments Act 1990 and the Health and Safety in Employment Act 1992

#### Impact of the Policy

By supporting patients, staff and visitors to quit smoking ADHB contributes to improved health outcomes and improving quality of life. In addition supporting staff will lead to improved productivity.

#### Smoking Cessation Support for ADHB Staff

ADHB employees can access smoking cessation support from Smokefree Services. This support will assist staff to deal with the effects of withdrawal from nicotine addiction during working hours and personal time and includes:

- An assessment for nicotine dependence and appropriate treatment options
- Provision of nicotine replacement by Quit Card voucher
- Ongoing support by Smokefree Services

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Section:	Facilities & Equipment	Issued by:	Facilitator Smokefree
File:	v09.00_Smokefree_2012-07-11x	Authorised by:	EDON
Classification:	PP01/F&E/012	Date Issued:	Updated July 2012

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## SMOKEFREE

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### Formal Record of Staff Smoking, Continued

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<b>Current Situation</b>	<p>ADHB became a smokefree environment in 2004. Security Staff are responsible for the enforcement of the ADHB Smokefree Policy. If they find a staff member smoking within ADHB grounds, wearing their uniform and/or ID they are authorised to request the employee to provide their staff ID for inspection – a request an employee must comply with – and advise the employee’s manager of their observations to enable them to take appropriate action under the Discipline and Dismissal Policy.</p> <p>It is clear that staff are not complying with the rules around smoking at work. This process is flawed by the lack of a formal process of documentation.</p>
<b>Outline of Process</b>	<p>This Policy proposes that Security Staff will document staff found breaching the Smokefree Policy. Staff members found contravening the Smokefree Policy would be issued a card upon which is detailed their name, employee number, nature of breach, the location of the breach and the time. A copy would be sent to their manager to take action.</p> <p>Appropriate action as detailed in the Discipline and Dismissal Policy would be to:</p> <ol style="list-style-type: none"><li>1. On the first occasion to offer counselling and refer to Smokefree Services</li><li>2. On the second occasion to reprimand</li><li>3. On the third occasion to instigate disciplinary procedures</li></ol>
<b>Employer Responsibilities</b>	<p>Managers are responsible for encouraging Smokefree Policy compliance and are required to remind staff of their occupational health and safety obligations.</p>
<b>What happens if employees do not comply with the Smokefree Policy?</b>	<p>Compliance issues will be handled under existing Discipline and Dismissal Policy. For assistance in this matter refer to your Human Resources representative</p>
<b>Who will enforce the Policy?</b>	<p>Respectful enforcement of the policy is everyone’s responsibility. If you are comfortable doing so, address the issue in a non-confrontational manner. If you are not confident discuss with your manager.</p>

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## 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
Edited by	Document Controller
Date first published	August 1984
Date this version published	March 2015
Review frequency	2 years
Unique Identifier	PP01/F&E/012

### Content

This policy covers the following topics:

Topic	See Page
Overview .....	1
Policy Statements .....	3
Information & Communication .....	4
Smoking Cessation Programmes .....	5
Second-hand Smoke .....	6
Compliance.....	7

### 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.

*Continued on next page*

Section:	Facilities & Equipment	Issued by:	Manager, Smokefree
File:	v10.00_Smokefree_2015-03-17	Authorised by:	Chief Nursing Officer
Classification:	PP01/F&E/012	Date Issued:	Updated March 2015

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## SMOKEFREE

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### Overview, Continued

#### Scope

This policy applies to all Auckland DHB:

- employees, patients, visitors, volunteers, contractors and others accessing Auckland DHB sites.
- all buildings, grounds, and vehicles owned or leased by Auckland DHB.
- sponsored business and social events.

#### Associated Documents

The table below indicates other documents associated with this policy.

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

#### 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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## SMOKEFREE

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### Policy Statements

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#### 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)<sup>1</sup>.

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<sup>1</sup> *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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## SMOKEFREE

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### Information & Communication

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- 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 craving<sup>2</sup>.
  - 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.

- 
- 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.

- 
- 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 the year

- 
- 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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## SMOKEFREE

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### Smoking Cessation Programmes

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#### 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.
- Referral forms to Auckland DHB Smokefree Services for support after discharge are in place<sup>3</sup> 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 CR2244<sup>4</sup>, or
  - leaving a voicemail message, or
  - emailing [smokefree@adhb.govt.nz](mailto:smokefree@adhb.govt.nz) .

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#### 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 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.

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

4. CR2244 Paediatric Smokefree Assessment & Referral.

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## SMOKEFREE

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### Second-hand Smoke

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#### 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 a 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.
- 

#### 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 e.g. 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 an agreement is not able to be attained.
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## SMOKEFREE

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### Compliance

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#### 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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## SMOKEFREE

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### Compliance, Continued

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#### 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 e.g. 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 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 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 or visitor 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 and the CR2159 form completed.
  - Those 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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## SMOKEFREE

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### Compliance, Continued

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#### Concerns & 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](mailto: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. *Trespass 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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# 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
Edited by	Document Controller
Date first published	August 1984
Date this version published	October 2015
Review frequency	2 years
Unique Identifier	PP01/F&E/012

## Content

This policy covers the following topics:

Topic	See Page
Overview .....	1
Policy Statements .....	3
Information & Communication .....	4
Smoking Cessation Programmes .....	5
Second-hand Smoke .....	6
Compliance.....	7

## 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.

*Continued on next page*

Section:	Facilities & Equipment	Issued by:	Manager, Smokefree
File:	Smokefree and vaping 2015-10-09.docx	Authorised by:	Chief Nursing Officer
Classification:	PP01/F&E/012	Date Issued:	Updated October 2015

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## SMOKEFREE

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### 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.

#### Associated documents

The table below indicates other documents associated with this policy.

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

#### 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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# SMOKEFREE

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## Policy Statements

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### 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**)<sup>1</sup>.

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<sup>1</sup> *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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## SMOKEFREE

### 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 craving<sup>2</sup>.
- 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.

**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.

**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

**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>

<sup>2</sup>. *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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## SMOKEFREE

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### Smoking Cessation Programmes

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**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 place<sup>3</sup> 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 CR2244<sup>4</sup>, or
  - leaving a voicemail message, or
  - emailing [smokefree@adhb.govt.nz](mailto: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.

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<sup>3</sup>. CR2201 Smokefree Assessment & Referral (Adult and Women's Health);

<sup>4</sup>. CR2244 Paediatric Smokefree Assessment & Referral.

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## SMOKEFREE

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### Second-hand Smoke

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**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.
- 

**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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## SMOKEFREE

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### Compliance

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#### 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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Section: Facilities & Equipment  
File: Smokefree and vaping 2015-10-09.docx  
Classification: PP01/F&E/012

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Issued by: Manager, Smokefree  
Authorised by: Chief Nursing Officer  
Date Issued: Updated October 2015

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## SMOKEFREE

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### Compliance, Continued

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#### 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.
- 

#### 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.
- 

#### 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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Section:	Facilities & Equipment	Issued by:	Manager, Smokefree
File:	Smokefree and vaping 2015-10-09.docx	Authorised by:	Chief Nursing Officer
Classification:	PP01/F&E/012	Date Issued:	Updated October 2015

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## SMOKEFREE

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### Compliance, Continued

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#### 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](mailto:gascom@AucklandDHB.govt.nz)
  - Written complaints will be processed according to the current Auckland DHB complaints process.
- 

#### 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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## Smokefree

Unique Identifier	PP01/F&E/012
Document Type	Policy
Risk of non-compliance	may result in significant harm to the patient/DHB
Function	Administration, Management and Governance
User Group(s)	Auckland DHB only
• Organisation(s)	Auckland District Health Board
• Directorate(s)	All directorates
• Department(s)	All departments
• Used for which patients?	All patients and their visitors
• Used by which staff?	All staff and contractors
• Excluded	
Keywords	
Author	Manager - Smokefree Services
Authorisation	
• Owner	Chief Nursing Officer
• Delegate / Issuer	Chief Nursing Officer
Edited by	Document Control
First issued	Yet to be determined
This version issued	22 November 2019 - updated
Review frequency	3 yearly

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## 1. Purpose of policy

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 staff support to stop smoking.

## 2. Scope

This policy applies to all Auckland District Health Board (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.

## 3. Glossary

The following terms are used within this document.

Term	Definition
<b>NRT</b>	Nicotine replacement therapy.
<b>Whānau</b>	A familiar term of address to a number of people, extended family or family group – the primary economic unit of traditional Māori society. In the modern context, the term is sometimes used to include friends who may not have any kinship ties to other members.
<b>OH&amp;S</b>	Occupational Health and Safety.
<b>Auckland DHB</b>	Auckland District Health Board.

## 4. Performance indicators

- Legislative requirements are adhered to.
- Smokefree contract clauses are met.
- Ministry of Health target “Better help for smokers to quit” is met.

## 5. Policy statements

Auckland DHB has a legal requirement to comply with the Smoke-free 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 Smokefree Services page in the HealthPoint website.

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 using The ABC Pathway (2014) for Helping People to Quit Smoking.

## 6. Information and communication

### 6.1 Patients

- Patients will be informed of the Smokefree policy at each time of admission or outpatient appointments.
- Elective service appointment letters will include reference to the Smokefree policy.
- Patients identified as a current smoker on admission will be offered nicotine replacement therapy (NRT) to aid withdrawal management and reduce cravings according to The New Zealand Guidelines for Helping People to Stop Smoking (June 2014)
- 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 is displayed at all entrances to buildings and within the hospital grounds.

### 6.2 Visitors

- All visitors will be informed of Auckland DHB Smokefree policy by either staff members, signs or brochures. Visitors who want to smoke are required to leave Auckland DHB grounds.

### 6.3 Staff

- Staff will be informed of the Smokefree policy at recruitment, appointment, orientation and through Auckland DHB Smokefree Services.
- Staff who smoke will be made aware of opportunities to stop smoking by Auckland DHB Smokefree Services.
- All registered health professionals will complete the ‘helping people to stop smoking e-learning course.

## 6.4 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. To access this search for Auckland DHB Smokefree Services, scroll down to Smokefree Resources and click on Smokefree Contractors and NGOs.

## 7. Smoking cessation programmes

### 7.1 Patients and visitors

- All patients will be asked if they smoke on admission.
- Identified current smokers are provided with brief advice to stop smoking and offered cessation support.
- Referral forms to Auckland DHB Smokefree Services for support following discharge for all patients who want to stop smoking are:
  - CR2201 Smoking Assessment and Referral
  - CR0126 Smokefree Referral (Outpatient or Community)
  - CR2244 Paediatric Smoking Assessment and Referral.
- Referrals for Auckland DHB Smokefree Services can be sent using the following pathways:
  - Fax: (internal) 26554, (external) +64 9 623 4654.
  - Phone: (internal) 27867 or 2STOP, (external) 0800 667 833 or 0800 NO PUFF.
  - Email: Smokefree@adhb.govt.nz.
  - eReferral: Smokefree.

### 7.2 Staff

- Auckland DHB is committed to supporting all staff who want to stop smoking.
- Auckland DHB Smokefree Services and OH&S together provide smoking cessation support for staff who want to stop smoking. Additional information can be found on the intranet (Hippo) under Smokefree Services and Occupational Health & Safety.
- Subsidised NRT patches, lozenges and gum are available at any pharmacies with a Quit Card.
- A Quit Card is provided from Auckland DHB Smokefree Services or trained Quit Card providers.
- Auckland DHB Smokefree Services can supply discrete cessation support or forward staff to a community stop-smoking service.

## 8. Second-hand smoke

### 8.1 Children

- It is essential children are protected from second-hand smoke. Staff should inform parents and whānau who smoke of the importance of a Smokefree car and home.
- The CR2244 Paediatric Smokefree Assessment and Referral form must be used in all paediatric wards, with the dual function to identify youth or whānau who smoke and offer help to stop smoking with a referral to Auckland DHB Smokefree Services.

## **8.2 Staff health and safety**

- Staff exposed to second-hand smoke in the course of their duties should complete an OH&S Occurrence report using the safety management system Datix.
- Staff concerned about exposure to second-hand smoke in the workplace should complete a Hazard Identification form found on the OH&S intranet.
- Where Auckland DHB staff provide services in a private home, a plan should be in place to eliminate second-hand smoke exposure. Contact OH&S for further details.

## **9. Compliance**

### **9.1 Patients and visitors smoking**

- Patients and visitors who smoke must be informed that all Auckland DHB buildings and grounds are Smokefree.
- Staff are not permitted to escort patients off site solely to smoke.
- Staff are encouraged to inform anyone found smoking on Auckland DHB grounds to go off site when safe to do so.
- Security staff are responsible to advise all smokers on Auckland DHB grounds of the Smokefree Policy. Smokefree Service cards are available to support staff initiating Smokefree conversations.
- Failure to comply with direction from security staff may result in being asked to leave under the Trespass Act 1980.

### **9.2 Staff smoking**

- Candidates being interviewed for an employee position with Auckland DHB will be asked if they are a current smoker.
- Auckland DHB employees must not smoke publicly whilst in their health professional role.
- Staff who leave Auckland DHB premises to smoke are required to change out of uniform and remove ID badges.

### **9.3 Tobacco products**

- Tobacco products 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 or supply tobacco products on behalf of patients.

### **9.4 Electronic cigarettes, smokeless tobacco and vaping products**

- The use of electronic cigarettes, smokeless tobacco and other vaping products on Auckland DHB buildings or grounds is not permitted.
- There are currently no safety standards for vaping products in New Zealand.
- Vaping products are intended for smokers only.
- There is currently no evidence that second-hand vapour is harmful to the health of bystanders.
- If an e-cigarette is brought into hospital, the use of it must be treated in the same way as smoking tobacco, i.e. they are required to go outside of the building and grounds to use the device

- Patients who actively use an e-cigarette with e-liquid containing nicotine can be offered NRT at a sufficient strength to manage nicotine withdrawal symptoms.

### 9.5 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.

### 9.6 Concerns and complaints

- Staff concerns about any smoking related 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 [qascom@AucklandDHB.govt.nz](mailto:qascom@AucklandDHB.govt.nz).
- Written complaints will be processed according to the current Auckland DHB complaints process.

## 10. Mental Health & Addictions

- Service users who smoke will have a Tobacco Use Assessment performed and a Nicotine Withdrawal Management Plan that is to continue for 72 hours after admission and filed in the services users clinical record
- Tobacco products, electronic cigarettes, smokeless tobacco, vaping products and all other smoking paraphernalia are not permitted in any Auckland DHB Mental Health & Addiction services. Any of these items brought into the service will be removed, stored and returned to the service user on discharge. All service users that smoke will have nicotine replacement therapy (NRT) provided as per the Auckland DHB Nicotine Therapy Standing Order on admission.

## 11. Supporting evidence

- Ministry of Health (2014). *The ABC Pathway: Key messages for frontline health care workers*. Wellington: Ministry of Health.
- Ministry of Health. (n.d). *Guide to Prescribing Nicotine Replacement Therapy (NRT)*. (2014, July). Retrieved from <https://www.health.govt.nz/system/files/documents/publications/guide-to-prescribing-nicotine-replacement-therapy-nrtv2.pdf>
- Smokefree. (n.d.). *Second-hand smoke: What is second-hand smoke and how does it affect us?* Retrieved from: <https://www.smokefree.org.nz/smoking-its-effects/second-hand-smoke>.
- Ministry of Health. (2018). *Vaping and smokeless tobacco*. Retrieved from: <https://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/vaping-and-smokeless-tobacco>.
- Ministry of Health. (n.d.). *The facts of vaping: Risks of vaping*. Retrieved from: <https://vapingfacts.health.nz/the-facts-of-vaping/risks-of-vaping/>.

## 12. Legislation

- Smoke-free Environments Act 1990
- Smoke-free Environments Amendment Act 2003
- Smoke-free Environments (Control and Enforcement) Act 2011
- Health and Safety at Work Act 2015
- New Zealand Public Health and Disability Act 2000
- Trespass Act 1980

## 13. Associated documents

### Board policies

- Consumer Complaint Management
- Discipline & Dismissal
- Health and Safety Hazard Identification and Risk Management
- Health & Safety
- Motor Vehicles - Board
- Nicotine Withdrawal Management
- Health and Safety Policy
- Restraint Minimisation and Safe Practice Policy for Patients
- Uniform, Surgical Attire / Scrub Clothing & Professional Presentation

### Forms

- CR2159 Intention to Leave Hospital Grounds
- CR2201 Smoking Assessment and Referral
- CR2244 Paediatric Smokefree Assessment and Referral
- CR0126 Smokefree Referral (Outpatient or Community)
- Hazard Identification & Risk Assessment Form

## 14. Disclaimer

No guideline can cover all variations required for specific circumstances. It is the responsibility of the health care practitioners using this Auckland DHB guideline to adapt it for safe use within their own institution, recognise the need for specialist help, and call for it without delay, when an individual patient falls outside of the boundaries of this guideline.

## 15. Corrections and amendments

The next scheduled review of this document is as per the document classification table (page 1). However, if the reader notices any errors or believes that the document should be reviewed **before** the scheduled date, they should contact the owner or [Document Control](#) without delay.