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| **Purpose** | The service will ensure that they provide a smokefree environment and that smokefree lifestyles amongst staff, service users and their family/whānau are supported.  To comply with legislation and contractual requirements. |
| **Scope** | Any person on the services premises or in cars.  Any types of smoking including the use of E-cigarettes. |
| **Performance Indicators** | * Smokefree contract clauses are met. * Legislative requirements are adhered to. |
| **References** | |
| **Legislation** | [Health and Safety at Work Act 2015](http://www.legislation.govt.nz/act/public/2015/0070/latest/whole.html)  [New Zealand Public Health and Disability Act 2000](http://www.legislation.govt.nz/act/public/2000/0091/latest/DLM80051.html)  [Smoke free Environments Act 1990 and amendments 2003](http://www.legislation.govt.nz/act/public/1990/0108/latest/DLM223191.html?search=ta_act_S_ac%40ainf%40anif_an%40bn%40rn_25_a&p=2) [Smoke-free Environments Regulations 2007](http://www.legislation.govt.nz/regulation/public/2007/0039/latest/DLM427193.html) |
| **Information** | [Ministry of Health E-cigarettes information](http://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/e-cigarettes)  [Ministry of Health Health Strategy 2016](http://www.health.govt.nz/publication/new-zealand-health-strategy-2016)  [Ministry of Health Smokefree Information](http://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/smokefree-law)  [Smokefree Wellplace NZ](http://wellplace.nz/ideas-and-advice/smokefree/) |
| **Standards**  **Guidelines** | [New Zealand Guidelines for Helping People Stop Smoking](http://www.health.govt.nz/publication/new-zealand-guidelines-helping-people-stop-smoking) |
| **Organisational Documents** | Health and Safety Manual  Using Company Vehicles |

**Smoke free environments include:**

**Property leased**

**Property owed**

Anywhere inside the building.

Within the boundaries of the outside property.

Company cars.

Any building or property where services are delivered.

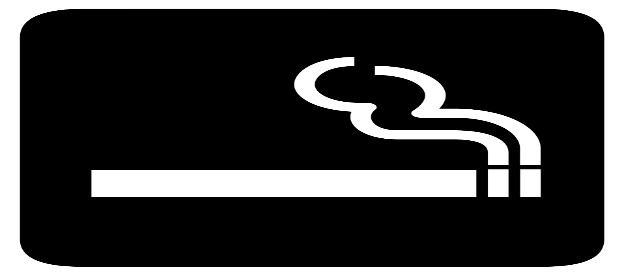
**Smoking includes:**

Cigarettes

Any form of tobacco.

Any natural or synthetic substance.

E/vapor cigarettes.



**Smoking in public**

Personnel are not to smoke while exposing organisational identification such as:

* clothing
* lanyards
* name badges
* in cars that display the organisations name

**Smoking in service users home or community setting**

* Personnel are not allowed to smoke at service users home.
* Personnel must endeavour to minimise their own risk to second-hand smoke in those settings.
* Personnel must not smoke in private cars with service users being a passenger.

**Smoking at work**

* Personnel are not allowed to smoke at service users home.
* Personnel must endeavour to minimise their own risk to second-hand smoke in those settings.
* Personnel cannot smoke during work time. If they wish to smoke it will only be during scheduled breaks.

**Promoting a smoke-free environment:**

* Visitors, volunteers and contractors are informed of the smokefree status.
* Smokefree posters are displayed at the service:
  + staff room
  + reception
  + entrance to the building
* This policy/procedure will be displayed with the visitors’ book.
* If smoking occurs in the smoke free area it will be noted on the hazard identification and investigated.
* All service users will have a smoking assessment.
* Ensure smoking information is reported to the funding agency as per agreement.
* All service users who are smokers are provided with smoke cessation information and/ or treatment (6-monthly).
* Service users are referred to smoking cessation support as required.
* Service users ongoing breach of the smokefree policy will result in a review of the support offered and will be noted through the adverse event system.
* Include smoke status in the recruitment questionnaire.
* Staff are offered smoking cessation support.
* Using smokes as a behavioural tool or de-escalation mechanism is prohibited.
* It is prohibited to smoke with clients to build rapport.
* Three breaches of the smokefree policy is misconduct and will result in disciplinary procedures.

**Employees/Personnel**

**Smoking cessation and support information will be made available to every smoker entering the building by having it on display.**

**Service users**

**Building**

**Workforce development and training**

* All staff will be made aware of the services Smokefree Environment policy/procedures during their induction process.
* Staff will complete the Ministry of Health [smokefree e-learning](http://learnonline.health.nz/course/categorylist.php?viewtype=course) module at least every two years.
* Staff will also be encouraged to become Quitcard providers by completion of Smoking Cessation Practitioner training or via completion of the e-learning module (registered health professionals).



**Consultation**

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| Group/Role | Date |
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