

Smoke Free WA Health System Policy

Guidelines for management, compliance and enforcement

WA Health is a smoke free environment.

These guidelines provide information on key management, compliance and enforcement considerations to facilitate effective management of the Smoke Free WA Health Policy (the policy).

Management of the policy involves appropriate communication and promotion of the policy (see also [Guidelines for Smoke Free WA Health System Policy Communication Strategies](#)). The focus of these strategies should be around promoting the benefits of a smoke free environment to staff, patients and visitors.

Tenders and Contracts

Tenders and contracts with WA Health will stipulate adherence to this policy as a contractual condition. Existing contracts will be modified as soon as practicable. Where WA Health enters into building or construction agreements, requirements of the Smoke Free Policy will be included in the contracts.

Leasing Agreements

Where WA Health Services lease out property (e.g. a cafeteria) the lessee is to be responsible for ensuring the WA Health Smoke Free Policy is adhered to. Health Services should include this as a condition of on-going leasing and contractual arrangements.

1. Health Service Working Parties

WA Health Services Working Parties, ensure consistent application of the policy. These working parties provide:

- Local communication strategies;
- Promotion of and access to Nicotine Replacement Therapy (NRT) by nicotine dependant staff and patients;
- Maintenance of appropriate signage and butt-bins across health services;
- Monitoring and evaluation.

2. Compliance and enforcement

WA Health is fully committed to the policy and has an expectation that all staff will comply, thus it is recommended that strategies to ensure compliance include:

- Education;
- Widespread promotion of the policy;
- Training of key staff to deal with non compliant staff, patients and visitors.

Site specific By Laws have been introduced to deter people from smoking, and provide health services with the ability to fine people for smoking on Health Services premises.

2.1 Staff

Smoking by staff members is not permitted on any WA Health premises whatsoever, therefore smoking is only allowed during designated breaks, outside of WA Health grounds. Breach of this policy will be dealt with in line with the WA Health misconduct and discipline policy (and local guidelines where applicable).

Trained security staff can assist with management of the policy. It is recommended that regular training sessions be conducted for staff (including security staff) to ensure the policy can be enforced in an appropriate manner.

Non compliance of the policy is to be dealt with in an educative and non confrontational manner by staff. Non compliant patients are to be reminded of the policy and asked to extinguish their cigarette or move to a location off WA Health premises.

Health Services are encouraged to hold regular training sessions for supervisors, security and other staff to ensure that the policy will be enforced in an educative and non-confrontational manner.

WA Health has developed smoke free information cards which can be used to inform smokers of the policy and these are available for downloading from <http://www.health.wa.gov.au/smokefree/staff/order/index.cfm>. All security staff should be provided with this resource.

If the above approach fails to ensure compliance, the matter should be referred to the relevant Supervisor of the premises or Head of Security. If further requests of the Supervisor or Security staff fail to resolve the issue, the patient or visitor may be requested to leave and be escorted from WA Health property.

Grievance Procedures

Grievances about the policy or actions associated with the policy should follow established WA Health Grievance Procedure Guidelines.

2.2 Patients, health consumers and visitors

The prominent display of appropriate signage and cigarette butt bins at the perimeter of WA Health grounds is recommended.

Signage

Signs should be installed notifying staff, patients and visitors of the smoke free policy. Where necessary these should also be translated into other languages. Signs should clearly outline the policy and identify that smoking is not permitted in WA Health buildings or grounds (See [Guidelines for the Smoke Free WA Health System Policy Communication Strategies](#)).

Cigarette butt-bins

Appropriate cigarette butt-bins should be installed at boundaries to WA Health property and other appropriate locations to ensure proper disposal of smoking paraphernalia. See www.buttoutaustralia.com.au for information on cigarette butt-bins available.