**Smokefree policy (template)**

**Target audience**

Organisation-wide.

This policy is applicable to all <insert name of health service> patients, residents, visitors, contractors, volunteers, students and employees.

**Purpose**

The purpose of the smokefree policy is to maintain a safe and healthy smokefree environment in the best interests of patients, residents, visitors, contractors, volunteers, students and employees throughout <insert name of health service>.

The *Tobacco Act 1987* prohibits smoking within four meters of a building entrance on a public health service site.

Under the *Occupational Health and Safety (OHS) Act 2004,* employers have a duty to provide a working environment that so far as reasonably practicable, is safe and without risks to health. This includes the requirement for the health service to take all necessary steps to ensure employees and others are not exposed to environmental tobacco smoke.

**Objectives**

* To ensure a **completely** smokefree environment free from exposure to environmental tobacco smoke.
* To actively prevent uptake, reduce the risk of relapse, and provide smoking cessation care to patients, residents, employees and volunteers.
* To demonstrate public leadership in the areas of population health and health promotion.

**Policy statements**

* All indoor and outdoor areas within the property boundaries of all <insert name of health service> facilities will be completely smokefree (this includes e-cigarettes and other related products).
* <Insert name of health service> vehicles and car parks will be completely smokefree.
* Smoking (this includes e-cigarettes and other related products) shall be discouraged around health service perimeters, particularly near entries and exits, and adjacent to residential areas.
* This policy applies at all times and to all people accessing <insert name of health service> facilities, including, where relevant, premises leased by <insert name of health service>.
* Employees who choose to leave <insert name of health service> premises in order to smoke during work hours, are only permitted to do so during approved meal and rest breaks, in accordance with applicable workplace awards and agreements.
* No individual is at any stage obliged to be exposed to environmental tobacco smoke while undertaking work on behalf of <insert name of health service>, including home visits and any other work conducted offsite.
* No employee, student or volunteer should escort a patient to smoke under any circumstances.
* <Insert name of health service> will not be associated with the sale or promotion of tobacco or tobacco-related products in any way.
* A range of strategies will be implemented to communicate this policy.
* Employees wishing to cease smoking will be supported to quit smoking.
* Patients who smoke will be actively supported in accordance with <insert guideline/pathway>.
* Residents who smoke will be offered smoking cessation care.

**Exemptions**

* Exemptions to be advised by individual health services.

**Policy compliance/accountability**

* All employees are accountable for compliance with this policy; non-compliance may be considered grounds for disciplinary action.
* All contractors are accountable for compliance with this policy; non-compliance may be considered a breach of contract.
* Repeated non-compliance by employees or contractors shall be reported to <insert name of health service’s> relevant department or service manager.
* Repeated non-compliance by patients and visitors shall be managed in accordance with <insert relevant guideline> or <XX> to determine an appropriate course of action.
* Enforcement of the policy should be undertaken in a supportive manner. The issue of non-compliance should be addressed in a low risk and non-confrontational manner.
* Implementation of this policy at an organisation level is overseen by <insert position/group>.
* Progress and intentions for further action are reportable to <insert committees>.

**Evaluation**

* [To be advised by health services]

**Key legislation, acts and standards**

* Occupational Health and Safety Act 2004
* Tobacco Act 1987
* Charter of Human Rights and Responsibilities Act 2006 (Vic)

**Key related documents**

Individual health service to advise

* + Smokefree Guideline
  + Tobacco Dependence Clinical Guideline and Pathway
  + Other relevant guidelines
  + Non-compliance/Disciplinary policy
  + Others?

**Authors/Contributors**

Individual health service to advise

* To include key contact and a broad range of contributors