

7 May 2020

Via Email: [REDACTED]

Response to a request for official information

Dear [REDACTED]

Thank you for your request for official information received 29 January 2020 by Nelson Marlborough Health (NMH)¹, followed by the necessary extension of time 21 February 2020 and notice of decision 26 March 2020, where you seek the following information;

- 1. *Smoke-free policies (tobacco and/or vaping), including any specific to mental health inpatient facilities, used by Nelson Marlborough DHB between and including the years 2000 – 2019.***

NMH response

- Smoke Free Policy 2015 – 2018
- Smoke Free Policy 2010 – 2013
- Smoke Free Environment Policy 2009
- Minimising Staff Exposure to Smoke Policy 2004

- 2. *Policies related to smoking (tobacco), including any specific to mental health inpatient facilities, used by the former CHE and Health and Hospital Services between and including the years 1993-1999.***

NMH response

- Smoke Free Policy 1997

This response has been provided under the Official Information Act 1982. You have the right to seek an investigation by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or free phone 0800 802 602. If you have any questions about this decision please feel free to email our OIA Coordinator OIArequest@nmdhb.govt.nz. I trust that this information meets your requirements. NMH, like other agencies across the state sector, supports the open disclosure of information to assist the public's understanding of how we are delivering publicly-funded healthcare. This includes the proactive publication of anonymised Official Information Act responses on our website from 10 working days after they have been released. If you feel that there are good reasons why your response should not be made publicly available, we will be happy to consider.

Yours sincerely



Dr Peter Bramley
Chief Executive

¹ Nelson Marlborough District Health Board

Smoke-free Policy

Nelson Marlborough District Health Board (NMDHB) has a significant leadership responsibility in the local community and a responsibility to promote healthy practices, role model healthy lifestyles and to contribute to NZ health priorities, including meeting Tobacco Health targets. NMDHB:

- as an employer, is legally¹ obliged to protect the health and safety of employees, users of its services and visitors to its workplaces from the effects of identified hazards, including second-hand smoke and potentially toxic fumes and vapours;
- as a funder of publicly-funded health and disability support services, expects and requires that all contracted providers of services will implement appropriate smoke-free policies;
- as a provider of health services, has an obligation to ensure patients and staff receive a standard of care and support that is consistent with current evidence-based best practice².

Scope

This policy applies to:

- all sites and vehicles owned or operated by NMDHB
- staff employed by or contracted to NMDHB
- health and disability service providers and other people working on/in NMDHB premises or facilities, such as self-employed midwives and building contractors
- patients, service users/consumers and visitors
- NMDHB staff working in domiciliary settings and other non-NMDHB premises and must be recognised by householders, patients and other people in these environments
- service providers contracted to NMDHB to provide health and disability support services.

Definitions

Following are definitions of terms used in this policy within the context of this policy:

To Smoke: To smoke, hold, or otherwise have control over an ignited tobacco product or electronic delivery system (e-cigarette) whose customary use is, or includes, the inhalation from it of the smoke produced.

Smoke/Vapour: Minute particulates suspended in a gas.

Vape/Vaping: Inhaling the vapour produced by an electronic cigarette or personal vaporiser regardless of the composition of the liquid.

Vapour: Gaseous particles given off by the use of an electronic cigarette.

Smoke-free: An environment with no smoke or vapours.

ABC Process: Refers to the following process:

- Asking every patient about his or her smoking status;
- Giving Brief advice to stop smoking to all smokers, whether they say they're ready or not;
- Providing evidence-based Cessation support for those who wish to stop smoking and initiating a referral if accepted.

¹ Health and Safety in Employment Act 1992; Smoke-free Environments Act 1990

² Fiore M, Bailey W, Cohen S. *et al* Treating tobacco use and dependence, clinical practice guideline. Rockville, MD: US Department of Health and Human Services, Public Health Service 2000

Policy Statement

NMDHB undertakes to protect the health and safety of employees, users of its services and visitors to its workplaces from the effects of smoking, vaping and exposure to second-hand smoke or vapours.

There are some known risks with using e-cigarettes³, but in the current absence of evidence in relation to the potential of harm from second hand exposure to e-cigarette vapours NMDHB takes a precautionary approach in ensuring that employees, service users and visitors to its workplaces are protected from any potential adverse effects.

NMDHB will achieve these aims by ensuring that:

- all NMDHB environments, including buildings, grounds, vehicles and non-Board vehicles within Board grounds, are smoke-free and e-cigarette/electronic delivery system free;
- The ABC process is implemented in NMDHB services and encouraged and supported in other services to increase cessation;
- tobacco and electronic cigarette products are not sold or advertised on NMDHB property;
- staff are supported to modify or withdraw their services from non-NMDHB environments where they are exposed to smoking, vaping and second-hand smoke or vapours;
- all providers of services funded by contracts with NMDHB establish and implement smoke-free policies and procedures that align with this policy.

NMDHB will also take all possible steps to meet health sector Health Targets relating to tobacco control and smoke-free services.

ABC Procedure: Inpatients and Outpatients⁴

A: The smoking status of every patient/service user receiving NMDHB services will be identified and documented.

B + C: At outpatient visit, booking, preadmission or any inpatient stay, patients that use tobacco will be given brief advice to stop smoking and offered support to quit.

Referral to a cessation provider will be completed for patients when the offer of support is accepted.

All interventions will be Documented in patient notes and reported in discharge summaries.

Monitor – All smokers will be routinely offered support to manage nicotine dependency during their stay.

Nicotine Replacement Therapy (NRT) will be charted to prevent withdrawal (unless contraindicated). NRT therapy will be regularly reviewed.

Service Managers, Charge Nurses and Unit Managers will be supported by the Smoke-free Coordinator and Cessation Support staff to ensure that each ward or service has clear systems in place to integrate smoke-free interventions and support into patient care, document the ABC procedure and smoke-free activity and provide smoke-free reports as required.

³ Ministry of Health: Advice on the use of E-Cigarettes, <http://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/advice-use-e-cigarettes> accessed 4/9/2015.

⁴ Reference Documents:

Ministry of Health- NZ Guidelines for Helping People to Stop Smoking; NMDH Smoking Cessation Clinical Guidelines

<http://nnntwss/clinicalguidelines/Smoking%20Cessation/Forms/AllItems.aspx>

<http://www.health.govt.nz/system/files/documents/publications/background-recommendations-new-zealand-guidelines-for-helping-stop-smoking-mar15-v2.pdf>;

NMDHB Staff

NMDHB is committed to ongoing smoke-free education to ensure staff members are appropriately skilled and knowledgeable to provide timely and effective interventions. Staff are expected to actively participate in such training and be committed to implementing smoke-free interventions.

Positive 'smoke-free' language will be integrated into NMDHB literature. Clinical staff are expected to complete ABC training as part of their competency development and to use smoke-free language whenever possible.

Any staff member employed by NMDHB who uses tobacco or e-cigarettes and wants to stop will be offered cessation support.

NMDHB Contracted Providers

Service agreements with non-DHB providers will include the expectation that they are a smoke-free service and working towards an ABC process within their service.

NMDHB Staff Working in Service Users' Homes

To minimise staff exposure to second-hand smoke or vapours, any staff member required to work in a service user's home, where the person or others smoke or vape, may request that the person refrain from smoking or vaping for the duration of visits.

The request should be made politely, with emphasis on NMDHB policy and the requirement to protect the health and safety of the staff member. Criticism of the person or others smoking or vaping should be avoided. The staff member may ask their manager to make the request on their behalf.

If the service user or others in the home continue to smoke or vape or permit any other person to smoke or vape during a visit, the staff member could:

- leave the dwelling/premises for the duration of the cigarette/e-cigarette
- shorten the length of session if practicable or discontinue the session

If the service user cannot give an assurance that they will refrain from smoking or vaping during future visits, the staff member should discuss the situation with their manager. Alternative treatment locations or options may need to be considered (e.g. in an NMDHB facility).

Staff Support Systems

- All NMDHB staff will have access to a smoke-free training session at orientation suitable for their area of employment.
- Specific staff groups may be offered additional training
- NMDHB will support staff that wish to quit by assisting them to access a Quit Coach and subsidised Nicotine Replacement Therapy (e.g. patches, gum).
- NMDHB will support staff in modifying or withholding services in non-NMDHB environments where they are exposed to second-hand smoke.

Associated Documents

- Smoke-free Environment in DSS Procedure
- NMDHB Smoking Cessation ABC presentation and other information on the Smoke-free Intranet site <http://nnintranet/home/DocumentManager/NMDHBDocuments/ClinicalDocuments/Smoke-free/>

Guidelines for Implementation of the Policy

	<i>Staff/Contractors</i>	<i>Service Users</i>	<i>Visitors</i>
Who does this policy apply to?	All staff and contractors working within NMDHB buildings, grounds and vehicles.	All patients within NMDHB buildings, grounds and vehicles. All service users in non-NMDHB environments where people may smoke or vape.	All visitors within NMDHB buildings, grounds and vehicles.
What are my obligations?	To comply with the policy To ensure patients, visitors and others are informed of the policy. To implement the ABC systems and participate in associated training.	To comply with the policy. You can help by making your visitors aware that smoking and vaping is not permitted. When being visited by NMDHB staff in your own home you can also help by not smoking and vaping or allowing smoking and vaping.	To comply with the policy.
I am a smoker or e-cigarette user and want a smoke/vape - where can I go?	You can smoke or vape provided you: <ul style="list-style-type: none"> • are not in any location covered by the policy. You need to leave NMDHB property in order to smoke or vape • smoke or vape during scheduled breaks only. • Do not smoke or vape in the presence of patients/clients, visitors or other non-smoking colleagues 	You can smoke or vape provided you are not in any location covered by the policy. You need to leave NMDHB property in order to smoke or vape.	You can smoke or vape provided you are not in any location covered by the policy. You need to leave NMDHB property in order to smoke or vape.
How will I be informed of the policy?	All staff and contractors will be informed of the policy and have access to a copy of the policy along with this guide document. All new staff will be notified about the policy through the orientation handbook, it will also be available on the intranet. Smoke-free signs will be displayed prominently	Elective patients will be informed of the policy as part of the pre-admission process. Outpatients & patients admitted acutely will be informed as soon as is practicable, by staff providing care Those receiving services in their own home or other non-DHB location will be informed by NMDHB staff at the start of service provision Smoke-free signs will be displayed prominently.	Smoke-free signs will be displayed prominently. Staff will inform visitors about the policy as required.
What support will the DHB offer me?	Education All NMDHB staff will have access to Smoke-free training at orientation and learning tools such as the ABC e-learning activity. Clinical staff also have access to the Nicotine Replacement Therapy i-learn activity. An education plan outlines additional training for specific NMDHB staff groups. Cessation Support NMDHB will support staff that wish to quit by assisting them to access a Quit Coach and subsidised Nicotine Replacement Therapy (e.g. patches, gum). Staff will be assisted to be smoke-free within working hours	The DHB will ensure that effective systems for identification, assessment and referral for cessation support are in place (ABC system). All tobacco users and those exposed to second hand smoke will be identified and advised of the benefits of becoming smoke-free. In-patients will be offered support to manage their nicotine (smoking) dependency during their admission to hospital independent of their willingness to stop smoking. Patients wishing to stop smoking will be identified and offered cessation support (access to a Quit Coach and subsidised Nicotine Replacement Therapy e.g. patches, gum).	All visitors will be able to contact a Smoking Cessation Quit Coach for advice regarding quit support options available.

	<i>Staff/Contractors</i>	<i>Service Users</i>	<i>Visitors</i>
	<p>Non-NMDHB environments</p> <p>NMDHB will support staff in modifying or withholding services in non-NMDHB environments where people smoke or vape.</p>	<p>People unable to give an assurance that they will refrain from smoking or vaping in their own homes when receiving services from NMDHB staff may be given alternative treatment options.</p>	
<p>“What will happen if I do smoke or vape on Board property?”</p>	<p>Compliance with DHB policies is expected of all staff and contractors. Breaches of the policy will be followed up in the same way as any other breach of policy.</p> <p>For staff, procedures are detailed in the NMDHB <i>Disciplinary Policy and Procedures</i> manual that is agreed to by all staff during orientation.</p>	<p>Staff will approach you and make sure you are aware of the policy and options available to assist you in complying with the policy. They may also check back with relevant wards/clinics to ensure appropriate information and assistance has been provided. If you continue to smoke in contravention of the policy you may be required to extinguish the cigarette, turn off any e-cigarette or leave the grounds.</p>	<p>Staff will approach you and make sure you are aware of the policy and to make sure that you are aware of options available to you to assist you in complying with the policy.</p> <p>If you continue to smoke or vape in contravention of the policy such that it creates a hazard for others you may be required to extinguish the cigarette, turn off any e-cigarette or leave the grounds.</p>
<p>What happens if I smoke or vape in a private dwelling or other non-DHB premises while service is being provided?</p>	<p>Compliance with DHB policies is expected of all staff and contractors regardless of the location where services are being provided. Breaches of the policy will be followed up in the same way as any other breach of policy.</p> <p>For staff, procedures are detailed in the NMDHB <i>Disciplinary Policy and Procedures</i> manual that is agreed to by all staff during orientation.</p>	<p>Staff will ensure you are made aware of the policy, the options available to assist you in complying with the policy and the potential outcomes of non-compliance</p>	<p>Staff will ensure you are made aware of the policy, the options available to assist you in complying with the policy and the potential outcomes of non-compliance</p>
<p>For further information</p>	<p>Smoke-free Coordinator: Phone 03 928 4178</p>	<p>Smoking Cessation staff, Wairau Hospital - phone 03 928 4179</p>	<p>Smoking Cessation staff, Nelson Hospital - phone 546 1920 or extension 7920</p>

POLICY**SMOKEFREE****Overview**

Nelson Marlborough District Health Board (NMDHB) has a significant leadership responsibility in the local community and a responsibility to contribute to NZ health priorities, including meeting Tobacco Health targets. NMDHB:

- as an employer, is legally ¹ obliged to protect the health and safety of employees, users of its services and visitors to its workplaces from the effects of identified hazards, including second-hand smoke;
- as a funder of publicly-funded health and disability support services, expects and requires that all contracted providers of services will implement appropriate smokefree policies;
- as a provider of health services, has an obligation to ensure patients and staff receive a standard of care and support that is consistent with current evidence-based best practice. ²

Scope

This policy applies to:

- all sites and vehicles owned or operated by NMDHB
- staff employed by or contracted to NMDHB
- health and disability service providers and other people working on/in NMDHB premises or facilities, such as self-employed midwives and building contractors
- patients, service users/consumers and visitors
- NMDHB staff working in domiciliary settings and other non-NMDHB premises and must be recognised by householders, patients and other people in these environments
- service providers contracted to NMDHB to provide health and disability support services.

Definitions

Smoke; smoking In the context of this policy *smoke* or *smoking* shall mean the lighting of any cigarette, cigar, or pipe; or the possession of any lighted cigarette, cigar, or pipe, regardless of its composition.

ABC process **A**sk every patient about his or her smoking status; give **B**rief advice to stop smoking to all smokers, whether they say they are ready or not; provide evidence-based **C**essation support for those who wish to stop smoking.

Policy statement

Nelson Marlborough District Health Board undertakes to protect the health and safety of employees, users of its services and visitors to its workplaces from the effects of smoking and exposure to second-hand smoke by ensuring that:

- all NMDHB environments, including buildings, grounds, vehicles and non-Board vehicles within Board grounds, are smokefree;
- The ABC process is implemented in NMDHB services and encouraged and supported in other services to increase cessation
- tobacco products are not sold or advertised on NMDHB property;
- staff are supported to modify or withdraw their services from non-NMDHB environments where they are exposed to smoking and second-hand smoke;
- all providers of services funded by contracts with NMDHB establish and implement smokefree policies and procedures that align with this policy.

NMDHB will also take all possible steps to meet health sector Health Targets relating to tobacco control and smokefree services.

¹ Health & Safety in Employment Act, 1993; Smokefree Environments Act, 1990

² Fiore MC, Bailey WC, Cohen SJ, et al Treating tobacco use and dependence. Clinical Practice Guideline. Rockville MD: US Department of Health and Human Services. Public Health Services. June 2000.

Issue Number	4	<i>This is a Controlled Document. The electronic version of this document is the most up-to-date and prevails over any printed version. Printed versions of this document are valid for the day of printing only. This document is for internal use only and may not be relied upon by third parties for any purpose whatsoever.</i>	Author	Smokefree Hospitals Advisory Group
Date Approved	20/05/2010		File name	Smokefree Policy 2010-2013
Date Review	20/05/2013		Page	1 of 4

ABC Procedure Inpatients and outpatients	<p>A: The smoking status of every patient/service user receiving NMDHB services will be identified and documented.</p> <p>B + C: At outpatient visit, booking, preadmission or when admitted, patients that use tobacco will be given brief advice to stop smoking and offered support to quit .</p> <p>All smokers admitted will be routinely offered support to manage nicotine dependency during their stay. Nicotine Replacement Therapy will be charted to prevent withdrawal (unless contraindicated)</p> <p>District Managers will be supported by the Smokefree Coordinator and Cessation Support staff to ensure that each ward or service has clear systems in place to integrate smokefree interventions and support into patient care and provide smokefree reports as required.</p>
NMDHB staff	<p>NMDHB is committed to ongoing smokefree education to ensure staff members are appropriately skilled and knowledgeable to provide timely and effective interventions. Staff are expected to actively participate in such training and be committed to implementing smokefree interventions.</p> <p>Positive ‘smokefree’ language will be integrated into NMDHB literature. Clinical staff are expected to complete ABC training as part of their competency development and to use smokefree language whenever possible.</p> <p>Any staff member employed by NMDHB who uses tobacco and wants to become smokefree will be offered cessation support.</p>
NMDHB contracted providers	<p>Service agreements with non-DHB providers will include the expectation that they are a smokefree service working towards an ABC process within their service.</p>
NMDHB staff working in service users’ homes	<p>To minimise staff exposure to second-hand smoke, any staff member required to work in a service user’s home, where the person or others smoke, may request that the person refrain from smoking for the duration of visits.</p> <p>The request should be made politely, with emphasis on NMDHB policy and the requirement to protect the health and safety of the staff member. Criticism of the person or others smoking should be avoided. The staff member may ask their manager to make the request on their behalf.</p> <p>If the service user or others in the home continue to smoke or permit any other person to smoke during a visit, the staff member could:</p> <ul style="list-style-type: none"> • leave the dwelling/premises for the duration of the cigarette • shorten the length of session if practicable or discontinue the session <p>If the service user cannot give an assurance that they will refrain from smoking during future visits, the staff member should discuss the situation with their manager. Alternative treatment locations or options may need to be considered (e.g. in an NMDHB facility).</p>
Staff support systems	<ul style="list-style-type: none"> • All NMDHB staff will have access to “Smokefree Essentials” presentation. • Specific staff groups may be offered additional training • NMDHB will support staff that wish to quit by assisting them to access a Quit Coach and subsidised Nicotine Replacement Therapy (e.g. patches, gum). • NMDHB will support staff in modifying or withholding services in non-NMDHB environments where they are exposed to secondhand smoke.
Associated documents	<ul style="list-style-type: none"> • Intellectual Disability Support Services (IDSS) <i>Smokefree</i> policy • NMDHB Smoking Cessation ABC presentation and other information on the Smokefree Intranet site

Issue Number	4	<p><i>This is a Controlled Document. The electronic version of this document is the most up-to-date and prevails over any printed version. Printed versions of this document are valid for the day of printing only. This document is for internal use only and may not be relied upon by third parties for any purpose whatsoever.</i></p>	Author	Smokefree Hospitals Advisory Group
Date Approved	20/05/2010		File name	Smokefree Policy 2010-2013
Date Review	20/05/2013		Page	2 of 4

GUIDELINES FOR IMPLEMENTATION OF THE POLICY

	STAFF / CONTRACTORS	SERVICE USERS	VISITORS
Who does this policy apply to?	All staff and contractors working within NMDHB buildings, grounds and vehicles.	All patients within NMDHB buildings, grounds and vehicles. All service users in non-NMDHB environments where people may smoke	All visitors within NMDHB buildings, grounds and vehicles.
What are my obligations?	To comply with the policy To ensure patients, visitors and others are informed of the policy. To implement the ABC systems and participate in associated training.	To comply with the policy. You can help by making your visitors aware that smoking is not permitted. When being visited by NMDHB staff in your own home you can also help by not smoking or allowing smoking.	To comply with the policy.
I am a smoker and want a smoke - where can I go?	You can smoke provided you: <ul style="list-style-type: none"> are not in any location covered by the policy. You need to leave NMDHB property in order to smoke smoke during scheduled breaks only. Do not smoke in the presence of patients/clients, visitors or other non-smoking colleagues	You can smoke provided you are not in any location covered by the policy. You need to leave NMDHB property in order to smoke.	You can smoke provided you are not in any location covered by the policy. You need to leave NMDHB property in order to smoke.
How will I be informed of the policy?	All staff and contractors will be informed of the policy and have access to a copy of the policy along with this guide document. All new staff will be notified about the policy through the orientation handbook, it will also be available on the intranet. Smokefree signs will be displayed prominently	Elective patients will be informed of the policy as part of the pre-admission process. Outpatients & patients admitted acutely will be informed as soon as is practicable, by staff providing care Those receiving services in their own home or other non-DHB location will be informed by NMDHB staff at the start of service provision Smokefree signs will be displayed prominently.	Smokefree signs will be displayed prominently. Staff will inform visitors about the policy as required.
What support will the DHB offer me?	Education All NMDHB staff will have access to learning tools such as "Smokefree Essentials" and/or the ABC e-learning or presentation. An education plan outlines additional training for specific NMDHB staff groups. Cessation Support NMDHB will support staff that wish to quit by assisting them to access a Quit Coach and subsidised Nicotine Replacement Therapy (e.g. patches, gum). Staff will be assisted to be smokefree within working hours Non-NMDHB environments NMDHB will support staff in modifying or withholding services in non-NMDHB environments where people smoke.	The DHB will ensure that effective systems for identification, assessment and referral for cessation support are in place (ABC system). All tobacco users and those exposed to second hand smoke will be identified and advised of the benefits of becoming smokefree. In-patients will be offered support to manage their nicotine (smoking) dependency during their admission to hospital independent of their willingness to stop smoking. Patients wishing to stop smoking will be identified and offered cessation support (access to a Quit Coach and subsidised Nicotine Replacement Therapy e.g. patches, gum). People unable to give an assurance that they will refrain from smoking in their own homes when receiving services from NMDHB staff, may be given alternative treatment options.	All visitors will be able to contact a Smoking Cessation Coordinator for advice regarding quit support options available.
"What will happen if I do smoke on Board property?	Compliance with DHB policies is expected of all staff and contractors. Breaches of the policy will be followed up in the same way as any other breach of policy. For staff, procedures are detailed in the NMDHB <i>Disciplinary Policy and Procedures</i> manual that is agreed to by all staff during orientation.	Staff will approach you and make sure you are aware of the policy and options available to assist you in complying with the policy. They may also check back with relevant wards/clinics to ensure appropriate information and assistance has been provided. If you continue to smoke in contravention of the policy you may be required to extinguish the cigarette or leave the grounds.	Staff will approach you and make sure you are aware of the policy, make sure that you are aware of options available to you to assist you in complying with the policy. If you continue to smoke in contravention of the policy such that it creates a hazard for others you may be required to extinguish the cigarette or leave the grounds.

(continued)

Issue Number	4	<i>This is a Controlled Document. The electronic version of this document is the most up-to-date and prevails over any printed version. Printed versions of this document are valid for the day of printing only. This document is for internal use only and may not be relied upon by third parties for any purpose whatsoever.</i>	Author	Smokefree Hospitals Advisory
Date Approved	20/05/2010		File name	Smokefree Policy 2010-2013
Date Review	20/05/2013		Page	3 of 4

GUIDELINES FOR IMPLEMENTATION OF THE POLICY *(continued)*

	STAFF / CONTRACTORS	SERVICE USERS	VISITORS
What happens if I smoke in a private dwelling or other non-DHB premise while service is being provided?	<p>Compliance with DHB policies is expected of all staff and contractors regardless of the location where services are being provided.</p> <p>Breaches of the policy will be followed up in the same way as any other breach of policy.</p> <p>For staff, procedures are detailed in the NMDHB <i>Disciplinary Policy and Procedures</i> manual that is agreed to by all staff during orientation.</p>	<p>Staff will ensure you are made aware of the policy, the options available to assist you in complying with the policy and the potential outcomes of non-compliance</p>	<p>Staff will ensure you are made aware of the policy, the options available to assist you in complying with the policy and the potential outcomes of non-compliance</p>
For further information	<p>Smokefree Coordinator: Phone 539 3565 or extension 8565</p>	<p>Smoking Cessation staff, Wairau Hospital - phone 520 9833 or extension 6833</p>	<p>Smoking Cessation staff, Nelson Hospital - phone 546 1920 or extension 7920</p>

Issue Number	4	<i>This is a Controlled Document. The electronic version of this document is the most up-to-date and prevails over any printed version. Printed versions of this document are valid for the day of printing only. This document is for internal use only and may not be relied upon by third parties for any purpose whatsoever.</i>	Author	Smokefree Hospitals Advisory
Date Approved	20/05/2010		File name	Smokefree Policy 2010-2013
Date Review	20/05/2013		Page	4 of 4

POLICY

SMOKE-FREE ENVIRONMENT

Overview	The following policy was adopted by the Chief Executive Officer, in consultation with staff representatives, in accordance with the requirements of the Smokefree Environment Act 1990.
Purpose	The purpose of this policy is to provide a smokefree environment, and to ensure staff are portrayed as healthy role models.
Scope	This policy applies to staff, patients, clients and visitors (including contractors) in Nelson Marlborough Health Services Ltd buildings, vehicles and environs. It also applies to NMHS staff employed on company business in the community.
Policy	<p>Nelson Marlborough Health Services Ltd is committed to promoting a safe and healthy environment for staff and clients. Therefore:</p> <ul style="list-style-type: none"> • No person shall smoke within any institution, hospital, unit or other workplace of Nelson Marlborough Health Services Ltd without the consent of the Chief Executive Officer or the General Manager for that particular area. • Staff, patients, clients and visitors may only smoke in designated outside areas. • Tobacco products will not be advertised on NMHS property. • Smokers are encouraged to attend smoking cessation courses when they become available.
Breaches of policy	<ul style="list-style-type: none"> • Staff members are subject to the usual procedures for complaints and disciplinary matters. • Complaints about patients, residents or visitors should be made initially to Unit Managers. • Staff members may make complaints concerning breaches of policy to Unit Managers or Health Protection Officers at Public Health.
Exemptions	<ul style="list-style-type: none"> • Consideration has been given to the needs of patients who are so incapacitated as to be unable to move readily or to be moved readily. These persons shall be permitted to smoke in specified areas, approved by the Chief Executive Officer. A list of approved areas is attached. • Application for exemption in other specific situations may be sought.
Associated documents	Appendix 1: <i>Areas Where Smoking Is Permitted</i>

Issue Number	2	Name		Distributed	ALL STAFF
Date Approved		Position	Chief Executive Officer	File name	Smokefree Environment
Date Review		Signature		Page	1 of 2

APPENDIX 1	AREAS WHERE SMOKING IS PERMITTED - Nelson Sites
------------	---

Mental Health Services

Admission Unit

- Consumers may smoke in the designated smoking room and designated outdoor areas only. This includes the SCU day room and courtyard, where consumers may only smoke under staff supervision.
- Access to the smokers' room is restricted to evenings, night-time and wet days, at the discretion of staff.
- Smoking is not permitted in the unit. Smoke detectors are installed throughout the unit, including all bedrooms and SCU rooms.
- Consumers who set off smoke detectors by smoking inside the unit will have their cigarettes confiscated, to maintain the safety of the unit.

All other areas

- Designated outside areas only

Intellectual Disability Support Services

Community Homes

- Clients are permitted to smoke at **32 Tipahi Street** and its designated outside areas only
- All other Community Homes: designated outside areas only

Issue Number	2	Name		Distributed	ALL STAFF
Date Approved		Position	Chief Executive Officer	File name	Smokefree Environment
Date Review		Signature		Page	2 of 2

POLICY	MINIMISING STAFF EXPOSURE TO SMOKE DURING VISITS TO PATIENTS' OR CLIENTS' HOMES
--------	--

Overview	Nelson Marlborough District Health Board (NMDHB) has a smokefree policy which provides that all DHB buildings, grounds and vehicles are smokefree. The smokefree policy protects the health and safety of staff from the effects of smoke as well as presenting a health-promoting image to the public.		
Purpose	<p>This policy is designed to address health and safety issues for staff required to visit patients in their own homes, where the patient/client or any other person in the house smokes.</p> <p>Note: This policy addresses the risk of staff exposure to actual smoking and the presence of smoke. It does not address the <i>smell</i> of a house in which people have been smoking.</p>		
Scope	This policy applies to all NMDHB staff required to work in the homes of patients/clients, where the patient/client or any another person smokes.		
Definitions	<table border="0"> <tr> <td style="vertical-align: top;">Smoke or Smoking</td> <td>In the context of this policy smoke or smoking shall mean the lighting of any cigarette, cigar, or pipe; or the possession of any lighted cigarette, cigar, or pipe, regardless of its composition.</td> </tr> </table>	Smoke or Smoking	In the context of this policy smoke or smoking shall mean the lighting of any cigarette, cigar, or pipe; or the possession of any lighted cigarette, cigar, or pipe, regardless of its composition.
Smoke or Smoking	In the context of this policy smoke or smoking shall mean the lighting of any cigarette, cigar, or pipe; or the possession of any lighted cigarette, cigar, or pipe, regardless of its composition.		
Policy Statement	Nelson Marlborough District Health Board undertakes to protect the the health and safety of staff from the effects of smoke in locations where it has no means of prohibiting people from smoking. No NMDHB staff member will be required to provide services in an environment where they are exposed to actual smoking and the presence of smoke.		
Procedure - Request	<p>Any staff member required to work in a patient/clients' home where the patient/client or others smoke may request that the patient/client refrain from smoking for the duration of visits.</p> <p>The request should be made politely, with emphasis on the NMDHB policy and the requirement to protect the health and safety of the staff member, and should avoid criticism of the patient/client. The staff member may request that their manager make the request.</p>		
If smoking continues	<p>If the patient/client continues to smoke or permits any other person to smoke during a visit the staff member should advise the patient/client that, due to the continued smoking, they will be discontinuing the visit at the earliest practical opportunity.</p> <p>At the earliest opportunity the staff member should advise their manager and the manager should make contact with the patient/client as soon as possible. The manager should reiterate the request and seek an assurance from the patient/client that the patient/client (and any others present) refrain from smoking in the house for the duration of future visits.</p>		

(continued)

Issue Number	1	Name		Author	GM, HR & ODU
Date Approved	24/05/2004	Position	Chief Executive Officer	File name	Minimising Staff Exposure
Date Review	24/05/2005	Signature		Page	1 of 2

Procedure <i>(continued)</i>	Where the patient/client refuses to give an assurance to refrain the manager will discuss with the patient/client options for future treatment to be carried out at other locations where a smokefree environment for the staff member can be ensured (e.g. in an NMDHB facility).
If assurance to refrain is withheld	
Associated documents	NMDHB <i>Smokefree Environment</i> policy

Draft

Issue Number	1	Name		Author	GM, HR & ODU
Date Approved	24/05/2004	Position	Chief Executive Officer	File name	Minimising Staff Exposure
Date Review	24/05/2005	Signature		Page	2 of 2

SMOKE-FREE POLICY

The following policy was adopted by the Chief Executive Officer, in consultation with staff representatives, in accordance with the requirements of the Smokefree Environment Act 1990.

RATIONALE

Nelson Marlborough Health Services Ltd is committed to promoting a safe and healthy environment for staff and clients. The purpose of this policy is to provide a smokefree environment, and to ensure staff are portrayed as healthy role models.

POLICY

The Smokefree Policy, based on existing By-law, is as follows:-

- No person shall smoke within any institution, hospital or unit of Nelson Marlborough Health Services Ltd without the consent of the Chief Executive Officer or the General Manager for that particular area. Staff, patients, clients and visitors may only smoke in designated outside areas.
- This policy applies to staff, patients, clients and visitors (including contractors) in Nelson Marlborough Health Services Ltd buildings, vehicles and environs. It also applies to staff employed on company business in the community.

TOBACCO PRODUCTS

Tobacco products will not be advertised on CHE property.

BREACH OF POLICY BY STAFF MEMBERS

- Is subject to the usual procedures for complaints and disciplinary matters.
- Staff members may make complaints concerning breach of policy to Unit Managers or Health Protection Officers at Public Health.

BREACH OF POLICY BY PATIENTS, RESIDENTS OR VISITORS

Complaints should be made initially to Unit Managers.

EXEMPTIONS

- a) Consideration has been given to the needs of patients who are so incapacitated as to be unable to move readily or to be moved readily. These persons shall be permitted to smoke in specified areas, approved by the Chief Executive Officer. A list of approved areas is attached.
- b) Application for exemption in other specific situations may be sought.

REVIEW

This policy will be reviewed in consultation with employees (or a representative of employees) on a biannual basis.

Smokers are encouraged to attend smoking cessation courses when they become available.

Date Initiated: 1 March 1997	Name:	Distributed to: All Wards & Departments
Date Approved:	Signature:	
Review: 1 March 1999	Position: Acting Chief Executive Officer	Page 2 of 3

EXEMPTIONS WHERE SMOKING IS PERMITTED:

Nelson Hospital

Patients: George Manson Block Courtyard
Room 31
Outside Percy Brunette Block

Wairau Hospital

Patients: Designated area on the balcony Ward 3
Designated area outside staff cafeteria

Maternity Patients: Designated area in Ward 1 courtyard.

Intellectual Disability Support Services

Clients: 32 Tipahi Street (Community Homes) and designated outside areas only.

Mental Health Services

Clients: Designated outdoor areas only.
Rata Villa - designated smokers' area only

Date Initiated: 1 March 1997	Name:	Distributed to: All Wards & Departments
Date Approved:	Signature:	
Review: 1 March 1999	Position: Acting Chief Executive Officer	Page 3 of 3