

# KOOWEERUP REGIONAL HEALTH SERVICE POLICY AND PROCEDURE MANUAL

<b>SUBJECT:</b>	Smoke Free Environment
<b>REVIEWED:</b>	December 1999, May 2001, May 2002, August, 2004, July, 2007, January, 2009, May, 2009, June, 2011, August, 2013, March, 2014, February, 2015, July, 2015, <b>July, 2016</b>
<b>IMPLEMENTED:</b>	December, 1998 S.P. & E.
<b>REPOSIBLE OFFICER:</b>	C.E.O., D.O.N., O.H. & S. Consultant, <b>Health Promotion Team</b>

A smoke free environment is a major process in our health and safety procedures and accepts the many difficulties that this Policy may have on staff, however, the important factors are Health and Safety. Areas have been set aside for residents/respite clients for smoking as our residential care is considered their home; the areas are as follows:

## **RESIDENTS/RESPITE CLIENTS**

- a) Courtyard outside WPU main Lounge area.
- b) Veranda area outside Main Dining Room of Killara (right hand side near door to Bass Wing Corridor).

### ***Special Note:***

Killara and Westernport Unit Nurse Unit Managers have the flexibility to authorise smoking under special conditions for residents/patients. A Smoking Risk Assessment is to be completed for all resident (permanent and Respite) who wish to smoke whilst residing in this facility (Lee Care – Falls and Other Risks/Safety Assessment **or Smoking Risk Assessment – located under Policies and Procedures/Forms** for all other clients/patients) in order to risk assess each residents/clients/patient's ability and competency in relation to smoking.

## **STAFF**

As a staff member you will be aware of the serious problems that smoking may cause to our healthcare and work environment and also to the safety of our patients, residents and fellow staff members.

For all staff, patients and visitors smoking will not be permitted within the precincts of the Hospital, Nursing Home or Hostel as of 30<sup>th</sup> May, 2009.

Staff and patients must smoke outside the facility; 10 metres to the left of the front gate only. A special butt bin has been placed on the concrete base alongside park bench to left of front gate. This will be maintained by Cardinia Shire. Small butt bins are available from Reception (from Sharyn Gregory).

Staff may leave the premises for a cigarette but staff are reminded that they must comply with allocated time of breaks and cannot light up until outside the main gates \*(this means in your vehicle as well).

Staff wishing assistance to join the Quit Program may contact Kooweerup Regional Health Service Health Promotion Officer (Aileen Thoms) or Diabetes Nurse (Karen Herbert).

If staff are experiencing difficulties with this Policy, please discuss with your Head of Department (or directly with CEO/DON) so a suitable solution can be found.

Failure to comply with this Policy will lead to disciplinary action being taken.

### **OUTCOME**

Staff, patients, residents and visitors have a smoke free environment as per Occupational Health and Safety Standards and Legislation.

Residents retain their personal, civic, legal and consumer rights and are assisted to achieve active control of their lives within the Residential Care service.

### **STANDARDS**

- EQulP National Standards 1, 2, 15.
- Aged Care Standards 4.2 and 4.4.
- Community Care Common Standards 1, 3.

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AUTHORISED BY:
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