



Effective: 15 January 2018

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## **Title: Smoke Free Policy**

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### **1 Introduction**

#### **1.1 Background**

The Queen Elizabeth II Medical Centre (QEIMC) Reserve has been a smoke free campus since January 2008. This mandate is a WA Health directive of the Minister for Health with the endorsement of the QEIMC Trust Board, in order to minimise the exposure of Environmental Tobacco Smoke (ETS and including vaping) to patients, visitors, staff, tenants, students, contractors and other users. The QEIMC Trust along with its tenants and other stakeholders promotes the importance of a healthy lifestyle and aims to enhance the QEIMC reputation as a world class centre of excellence in health care, research and education.

#### **1.2 Purpose**

The purpose of the Smoke Free Policy is as follows:

1. To set out the smoke free rules and regulations implemented at the QEIMC campus. This includes the requirement to comply with Federal and State legislation as well as to the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*, statutes, rules and policies.
2. To communicate the smoke free rules and regulations to all of the QEIMC tenants and other stakeholders and to encourage QEIMC tenants to develop their own Smoke Free Policy.
3. To communicate to all patients, visitors, staff, tenants, students, contractors and other users and stakeholders the procedures to be followed and observed in regards to ensuring a smoke free environment at the QEIMC campus.

#### **1.3 Applicability**

This policy applies at all times to all patients, visitors, staff, tenants, students, contractors and other users and stakeholders within the boundary of the QEIMC Reserve.

### **2 Policy Statement**

Smoking is prohibited in, or at, all of the QEIMC Reserve including common areas and QEIMC tenants' buildings, properties and workplace as stipulated in the *Queen Elizabeth II Medical Centre Act 1966* and the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*.



The QEIIMC environment must be free from tobacco advertising, promotion, sponsorship and the sale of tobacco. Smoking is not permitted on the QEIIMC Reserve. Campus users are not to be exposed to second hand smoke.

### 3 Policy Principles

1. All QEIIMC patients, visitors, staff, tenants, students, contractors and other users are to comply with the QEIIMC (Delegated Site) By-laws 1986 and other legislation/regulations prohibiting smoking on the QEIIMC Reserve.
2. Therefore, smoking is prohibited on the QEIIMC Reserve which includes all roads, paths, courtyards, gardens, building entrances, car parks and other common areas. The only exception permitted is that of involuntary patients at the Mental Health Unit in a designated outdoor area as stipulated and confirmed by the QEIIMC Trust Board and legislated/regulated for by the Western Australian Parliament. Under the *QEIIMC (Delegated Site) By-laws 1986*, an infringement may be issued by an authorised person to the person who is found smoking or a person found smoking may be asked to leave the QEIIMC Reserve.
3. All QEIIMC patients, visitors, staff, tenants, students, contractors and other users are to comply with *Occupational Safety and Health Act 1984* that workers must not be exposed to smoke in enclosed workplaces, near building entrances, window or air conditioning duct of any QEIIMC tenant buildings.
4. All QEIIMC patients, visitors, staff, tenants, students, contractors and other users are to comply with the *Tobacco Products Control Act 2006* that prohibits smoking in enclosed public places.
5. All forms of tobacco advertising, promotion, sponsorship and sale of tobacco products in QEIIMC retail outlets and from vending machines are prohibited.
6. The QEIIMC Trust, its tenants and other stakeholders recognise that individuals have a personal choice to smoke, however the QEIIMC Trust is committed to ensuring that QEIIMC patients, visitors, staff, tenants, students, contractors and other users are not exposed to the hazards of environmental tobacco smoke on the QEIIMC campus.

#### 3.1 Exemptions

The Department of Health allows that some patients, in certain circumstances, may be exempted from specific aspects of *OD 0414/13 Smoke Free WA Health System Policy*, providing certain criteria are satisfied (refer to the *Guidelines for the partial exemption of involuntary mental health inpatients aged 18 years and over in certain circumstances from the application of certain aspects of the Smoke Free WA Health System Policy*).

An exemption from this policy may be granted, under limited circumstances at the QEIIMC Mental Health Unit (UU Building), at the discretion of the Department of Health and approval of the QEIIMC Trust Board.

The policy will continue to apply to an individual or tenant organisation until a decision has been made on an exemption application.



## 3.2 Communication

To ensure awareness, the Smoke Free Policy will be communicated the following ways:

- Signage is an important aspect of communicating the Smoke Free Policy on the QEIMC Campus. There are many “No Smoking” signs on the QEIMC Campus.
- Communications circulated on the QEIMC campus via audio visual devices such as televisions and emails.
- The “No Smoking” requirement on the QEIMC campus is included in the online campus induction for Contractors.
- The “No Smoking” requirement and the Smoke Free Policy is included in the inductions for all employees on the QEIMC campus.

## 3.3 Breaches

For breaches of this Smoke Free policy:

- Any person smoking shall be politely asked to stop and be reminded about the Smoke-Free Policy. Information cards and scripts for suggested communication are available.
- If the smoking continues, staff will report it to security.
- If the smoking continues, an authorised person may issue an infringement under the QEIMC Trust By-laws.
- If the smoking continues, an authorised person may ask the person smoking to leave the QEIMC Reserve.
- To report areas where there are regular breaches email the QEIMC Trust on [qeimctrust@health.wa.gov.au](mailto:qeimctrust@health.wa.gov.au).

## 4 Roles and Responsibilities

### 4.1 QEIMC Smoke Free Committee

The QEIMC Smoke Free Committee is to provide leadership, direction and support for the consistent implementation, monitoring and evaluation of the Smoke Free Policy. The QEIMC Smoke Free Committee is accountable to the Delegate of the QEIMC Trust.

### 4.2 QEIMC Tenants

The QEIMC tenants are responsible for adherence to the QEIMC Smoke Free Policy and to act as role models and further communicate the Smoke Free Policy to their patients, visitors, staff, students and contractors.

All QEIMC tenants are responsible for adherence to the policy and for acting accordingly in instances of offences.



## 5 Sources

To encourage and assist smokers who are considering quitting, the following support is available on the QEIIMC Trust webpage:

- Frequently Asked Questions (FAQ);
- Links to Government quit initiatives;
- Smoking cessation programs;
- Smoking cessation clinics; and
- Access to smoke free leaflets and information cards.

## 6 Definitions

Smoking	The inhalation and exhalation of the smoke of burning tobacco, herbs or drugs. For the purposes of this policy, smoking also refers to: <ul style="list-style-type: none"> <li>• Any method of consuming by combustion of plant material, herbs or drugs using any utensil or apparatus including cigarettes, vaping apparatus, pipes or cigars;</li> <li>• E-cigarettes; and</li> <li>• Chewing tobacco.</li> </ul>
QEIIMC campus	Means the QEIIMC Reserve land in respect of which powers are for the time being delegated to the Hospital under section 13 of the Act.
Tenants	Tenants on the campus.

## 7 Supporting Information

- OD 0414/13 Smoke Free WA Health System Policy
- Guidelines for management, compliance and enforcement of a smoke free workplace
- Guidelines for the partial exemption of involuntary mental health inpatients aged 18 years and over in certain circumstances from the application of certain aspects of the Smoke Free WA Health System Policy

## 8 Relevant legislation

*Tobacco Products Control Amendment Act 2006*

[http://www.slp.wa.gov.au/pco/prod/FileStore.nfs/Documents/MRDocument:20658P/\\$FILE/TobaccoProdsContrlAct2006\\_01-10-00.pdf?OpenElement](http://www.slp.wa.gov.au/pco/prod/FileStore.nfs/Documents/MRDocument:20658P/$FILE/TobaccoProdsContrlAct2006_01-10-00.pdf?OpenElement)

*Tobacco Products Control Regulations 2006*



[http://www.slp.wa.gov.au/pco/prod/FileStore.nfs/Documents/MRDocument:20679P/\\$FILE/TobaccoProdsContrlAct2006\\_01-10-00.pdf?OpenElement](http://www.slp.wa.gov.au/pco/prod/FileStore.nfs/Documents/MRDocument:20679P/$FILE/TobaccoProdsContrlAct2006_01-10-00.pdf?OpenElement)

*Occupational Safety and Health Act 1984*

[http://www.slp.wa.gov.au/legislation/agency.nsf/docep\\_main\\_mrtile\\_650\\_homepage.html](http://www.slp.wa.gov.au/legislation/agency.nsf/docep_main_mrtile_650_homepage.html)

*Occupational Safety and Health Regulations 1996*

[http://www.slp.wa.gov.au/legislation/agency.nsf/docep\\_main\\_mrtile\\_1853\\_homepage.html](http://www.slp.wa.gov.au/legislation/agency.nsf/docep_main_mrtile_1853_homepage.html)

OD 0414/13 – Operational Directive Smoke Free WA Health System Policy

<http://www.health.wa.gov.au/circularsnew/pdfs/12926.pdf>

Smoke Free WA Health System Policy – Guidelines for management, compliance and enforcement

[http://www.health.wa.gov.au/smokefree/docs/Guidelines\\_compliance\\_enforcement.pdf](http://www.health.wa.gov.au/smokefree/docs/Guidelines_compliance_enforcement.pdf)

## 9 Policy custodian

Enquiries relating to this policy can be emailed to [qeimctrust@health.wa.gov.au](mailto:qeimctrust@health.wa.gov.au).

## 10 Review

Version	Effective from	Effective to	Amendment(s)
MP2018_V1.0	15 January 2018	Current	Original version

## 11 Approval

This policy has been approved and issued by the Project Director of the QEII MC Trust as the System Manager.

<b>Approval by</b>	<b>Bill Anderson, Project Director, Queen Elizabeth II Medical Centre Trust</b>
<b>Approval date</b>	31 January 2018
<b>Published date</b>	Day, Month, Year
<b>Dept. File No</b>	NA