



**ACT Health**

# Smoke Free Environment

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| <b>Endorsed by</b>     | Corporate Governance and Finance Committee                     |
| <b>Audience</b>        | All people at ACT Health occupied or owned premises and events |
| <b>Version number</b>  | 1.1  |

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# Policy Statement

The ACT Health Directorate:

- prohibits smoking (which includes vaping) at any ACT Health Directorate (ACTHD) owned or controlled workplace, facility or event at any time, and
- supports smoking cessation programs for staff.

## Purpose

The purpose of the Smoke Free Environment Policy (Policy) is to:

- support positive health outcomes by eliminating the exposure of any person at ACTHD facilities to environmental smoke and personal vapouriser aerosols
- ensure that ACTHD complies with the *Smoke-Free Public Places Act 2003*
- assist managers and staff to safely, and effectively, enforce the smoke free environment
- encourage and support staff to become and remain smoke free through the Wellbeing strategy and [HealthHQ](#), and
- place ACTHD as a leader in promotion of health through the provision of healthier public places and facilities.

## Scope

This policy applies to all staff and any person who enters:

- ACTHD occupied or owned premises, including those being leased or provided to other parties
- the grounds of those premises, including car parks
- events organised by ACTHD, and
- ACTHD owned or leased vehicle.

## Roles and Responsibilities

| Position   | Responsibility  |
|--|---|
| <p>Executive Group Managers,<br/>Executive Branch Managers and<br/>equivalent positions</p> <p>Senior Directors and Directors and<br/>equivalent positions</p> | <p>Take practical measures to identify, implement and communicate strategies to control smoking and exposure to environmental tobacco smoke and personal vapouriser aerosols at ACT Health facilities.</p> <p>Ensure that:</p> <ul style="list-style-type: none"> <li>• all staff are informed of their responsibility to adhere to this Policy, and</li> <li>• the Policy is applied in an appropriate and consistent manner.</li> </ul> <p>Maintain awareness of information and resources available on the ACT Health internet and intranet sites.</p> <p>Ensure that information about the Policy is clearly communicated to all organisations that lease, occupy or use ACTHD controlled facilities.</p> <p>Provide support to staff to become and remain smoke free at work, including:</p> <ul style="list-style-type: none"> <li>• individual or group support</li> <li>• appropriate nicotine therapy, and/or</li> <li>• other assistance to address nicotine dependence.</li> </ul> <p>Manage non-compliance with this Policy in accordance with our values, the code of conduct or performance management procedures.</p> <p>Address complaints relating to monitoring or implementation of the Policy relevant to their area.</p> |
| <p>All staff</p>   | <p>Comply with the smoke free workplace requirements.</p> <p>Inform all people on ACT Health sites or facilities of their responsibility to comply with the smoke free workplace requirements.</p>  |
| <p>People Strategy and Culture Branch</p>  | <p>Support the implementation of the Policy and wellbeing promotion in the workplace.</p>   |

# References and Related Documents

## Legislation

*ACT Public Sector Management Act 1994*

*Smoke-Free Public Places Act 2003*

*Work Health and Safety Act 2011*

*Tobacco and Other Smoking Products Act 1927*

## Related Policy

[Smoke Free Environment Policy – Canberra Health Services](#)

## Supporting Information

[ACT Health Internet – Smoke Free Workplaces](#) and [Smoking Cessation](#)

[Australian Government Department of Health](#)

[Cancer Council ACT](#) – phone 6257 9999

No More Boondah – Quit Smoking Program by [Winnunga Nimmitjiah](#) - phone 6284 6222

[Quitline](#) – phone 137 848 for help to quit smoking

[MyQuit Buddy](#), an app that helps users to become smoke-free

WorkSafe ACT [Smoking in the Workplace](#).

## Definitions

| Term     | Definition   |
|----------|--|
| Facility | A place, amenity, or piece of equipment provided for a particular purpose, ACT Health controlled buildings, grounds and vehicles, including those being leased or provided under an agreement to other parties.  |
| Staff    | Any person performing work for ACT Health, on a permanent, temporary or casual basis, including employees, volunteers, contractors, students, consultants, and researchers performing work within ACT Health owned or controlled facilities.               |
| Smoke    | Means: <ul style="list-style-type: none"> <li>• smoke from an ignited smoking product, or</li> <li>• vapour from a personal vapouriser.</li> </ul> Note: A personal vapouriser is a smoking product.<br>Source: <i>Smoke-Free Public Places Act 2003</i> . |

| Term     | Definition  |
|----------|---|
| Visitors | Any non-staff person entering an ACT Health owned or controlled facility, for any purpose whatsoever. |

## Version Control

| Version | Date         | Comments           |
|---------|--------------|--------------------|
| 1.0     | 2 May 2022   | Replaces DGD18/012 |
| 1.1     | 06 June 2023 | Update review date |

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