



Smoking Exemption Procedure

Effective: 28 August 2018

1. Background

In January 2013, the Smoke Free WA Health System Policy was amended to include a partial exemption for involuntary adult mental health inpatients. This exemption will only apply to permit involuntary patients aged 18 and over to smoke in a designated outdoor smoking area.

Staff working at the Goldfields Mental Health Inpatient Service (MHIU) are to be familiar with the following documents:

- [Department of Health Smoke Free WA Health System Policy](#)
- [Smoke Free WA Health Policy and Mental Health Exemptions. Information for staff](#)
- [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](#)

2. Procedure

The MHIU is to display notices advising of the partial exemption.

Smoking is only permitted in the smoking shelter in the garden courtyard, away from the patio and eating areas. Access to the smoking area will be at the discretion of the Shift Coordinator (SC). This may be due to patient safety or general up keep and maintenance of the area.

There may be other times during the day when hospital staff require access to the garden courtyard. At these times, a smoke free period is to be advised by the SC.

Patients are expected to keep the smoking area clean by using the ashtrays provided.

An electronic wall mounted lighter is to be provided - lighters are not permitted on the ward.

Non-smoking patients are to be given information about the nearest outdoor area that they can access which is smoke free.

Non-compliance with the smoking exemption

In circumstances where a patient does not comply with the smoking exemption (for example a voluntary patient who attempts to smoke in the smoking area), the patient is to be reminded of the exemption policy. The SC is to ask the patient to stop smoking.

Staff are not to be expected to approach a patient who is smoking.

If the patient continues to be non-compliant with the smoking exemption rules, their access to the garden courtyard is to be reviewed and permission to access the garden courtyard may be withdrawn. Any further attempts to access the garden courtyard to smoke is then to be dealt with as non-compliance with the inpatient unit rules.

Guidelines for staff

Nicotine Replacement Therapy is to be offered to all patients who identify as smokers.

A non-smoking exemption log book is to be kept to record the application of this procedure. The book is to be kept in the nursing office and the initials and UMRN / MRN of each patient who is granted an exemption or any patient who has been declined a smoking exemption is to be recorded.

Any incidents or risks identified in relation to the application of this procedure are to be reported to the Clinical Nurse Manager (CNM) as soon as possible. The CNM is to advise the Regional Manager for Mental Health.

3. Roles and Responsibilities

The Clinical Director and Regional Manager, Mental Health are to:

- oversee and ensure clinical governance within the GMHS.
- assist staff in the resolution of any issues or problems that arise in the use of this procedure.
- ensure that the principles and requirements of this procedure are applied, achieved and sustained
- develop systems to ensure all GMHS staff are provided with training and are made aware of their obligations and accompanying documentation relative to this procedure.

Clinical Nurse Manager - Mental Health Inpatient Unit is to:

- ensure that all GMHS staff receive sufficient training, instruction, and supervision in the use of this procedure.
- monitor this document and ensure staff comply with its requirements.

All staff are to:

- ensure they comply with all requirements of this procedure.
- promote a safe recovery oriented, a patient-centred culture within the GMHS.
- work within clinical practices, policies, operational directives, guidelines and the Australian Law to ensure a safe, equitable and positive environment for all.

4. Compliance

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

5. Evaluation

All processes and practices of this procedure are to be monitored, evaluated, and developed as part of an overall quality improvement process at least every three years or as necessary should any changes to legislation or an incident occur where the procedure has not been satisfactory.

6. Standards

[EQulPNational Standards](#) – 11.5 and 12.2

[National Standards for Mental Health Services](#) – 2.6, 2.9, 4.5 and 6.4

7. Legislation

Mental Health Act 2014

8. Related WACHS Policy Documents

[Smoke Free WA Health System Policy Implementation Procedure](#)

[Alcohol and Tobacco Brief Intervention Policy](#)

[Administration of the Alcohol and Tobacco Screening Tool and Brief Intervention Procedure](#)

9. Related WA Health System Policies

[Smoke Free WA Health System Policy](#)

[Smoke Free WA Health Policy and Mental Health Exemptions. Information for staff 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](#)

[Department of Health Guidelines for the Development of Smoke Free WA health System Policy Communication Strategies](#)

[Department of Health Guidelines to Manage Nicotine Withdrawal and Cessation Support in Nicotine Dependent Patient](#)

10. Policy Framework

[Public Health Policy Framework](#)

[Mental Health Policy Framework](#)

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	Business Support Officer (V.Le Tang)		
Directorate:	Mental Health	EDRMS Record #	ED-CO-14-21838
Version:	2.00	Date Published:	28 August 2018

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the *Copyright Act 1968*, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.

Printed or saved electronic copies of this policy document are considered uncontrolled.
Always source the current version from [WACHS HealthPoint Policies](#).