

## Smoking

## Procedure no: 21.6

**Steps****Method**

- A. TOBACCO LEGISLATION**
- The purpose of the Victorian Tobacco Legislation is to reduce exposure to tobacco smoke in the work place and the harmful effects of both direct smoking and second hand smoke.
- Exposure to environmental smoke can cause an irritation to the eyes, nose, throat and airways in the short term. Over time exposure can increase the risk of heart disease by up to 50-60%, lung cancer and other lung diseases and premature death.
  - The health effects of environmental smoke, loss of productivity due to sick leave and death of skilled employees can be effectively reduced with work place smoking bans particularly restricting smoking in enclosed areas.<sup>1(p.3), 2(p.1)</sup>
  - The health effects of environmental smoke, loss of productivity due to sick leave and death of skilled employees can be effectively reduced with work place smoking bans particularly restricting smoking in enclosed areas.<sup>1(p.3), 2(p.1)</sup>
  - Restrictions "...not only protect workers from exposure to second hand tobacco smoke but can also reduce the amount people smoke each day, and increase their chances of successfully quitting."<sup>1(p.3)</sup>
  - It is illegal in Victoria for anyone to smoke in an enclosed area of the workplace and for employers and or managers to provide equipment that facilitates smoking in an enclosed area of the workplace such as; ashtrays, matches or lighters.
  - Providing a safe work place by eliminating environmental smoke should also consider areas where smoke can drift into a work area.<sup>1(p.3)</sup>
  - An enclosed area is defined as an area that is or mostly enclosed by a roof and walls including where a part of the wall or roof can be opened.<sup>1(p.9)</sup>
  - Consideration must also be given to a safe living environment for residents related to environmental smoke and the safety of residents who choose to smoke following the death of a resident from severe burns associated with smoking.<sup>3</sup>
- B. THE COMMITTEE OF MANAGEMENT DECISION**
- The site is a smoke free work and living environment.
- Designated smoking areas that meets the legislative requirements is made available to staff and residents admitted to Holloway prior to April 2011. Smoking is not permitted in any other areas including any buildings, grounds or vehicle of Holloway Aged Care Services.
  - To meet the Holloway's obligations for a safe work environment no staff member should be expected to passively smoke whilst directly supervising a resident who chooses to smoke.
  - This includes staff who smoke.

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- All residents who choose to smoke (*those admitted to Holloway prior to April 2011 only*) must have a risk assessment and a management plan documented in her/his care plan for eliminating or controlling identified risks. Refer to the Residents section below. The smoking assessment is reviewed 3 monthly.
- C. QUIT PROGRAM
- Information and support about the QUIT program is available to staff and residents (at reception)
  - Contact details for the Quit Line are: 131 848 or 137848 (Victoria) or visit at: <http://www.quit.org.au/>
- D. SIGNAGE
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- No smoking signage is displayed at the entry points and throughout the buildings to inform staff, residents and visitors that smoking is not permitted.
  - A Designated Smoking Area sign is displayed in the areas designated for smoking.
- E. DESIGNATED SMOKING AREA
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- A designated smoking area is provided for staff and those residents admitted prior to April 2011 and is equipped with;
    - fire fighting equipment including; a fire blanket and extinguisher
    - a means of raising an alarm via the staff member supervising from behind a glass door / window
    - Ash trays or similar for butts.
  - Staff, cognitive residents and visitors must be aware that it is a prosecutable offense to litter whether on public or private property.<sup>1(p.9)</sup>
  - A cleaning roster is in place to clean the designated smoking area including cigarette litter by all staff members that use this area on a daily bases. Roster is located in the staff designated smoking area.
  - The Safe Environment Focus group is responsible for ensuring the roster is followed and is up to date with current staff members who use the area on a regular basis.
  - Managers monitor staff practices to check that smoking is not occurring in inappropriate areas.

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## F. RESIDENT RISK ASSESSMENT, CARE PLAN &amp; REVIEW



- A [Smoking Risk Assessment \(41.0.7\)](#) is conducted *on those* residents who choose to *remain smoking* to identify if the resident is able to smoke safely.
- The assessment includes identifying;
  - Physical disability that may impact on the ability to safely light a cigarette and to hold and control the cigarette and its ashes whilst alight and to safely dispose of a cigarette
  - Cognitive impairment such as; forgetfulness, memory loss and or depression that may impact on the ability to safely smoke
  - The resident’s awareness of risk to self from smoking
  - Sensory loss such as; vision and or loss of smell
  - Indications of risk such as; observing the fingers for singeing and clothing for burns, incidences of “near miss”.<sup>3(p.20)</sup>
- If a risk to safety is identified strategies/interventions will be discussed with the resident or her/his representatives to work out ways of eliminating and or controlling the risk, for example;
  - Cigarettes and or lighter/matches stored safely by staff in a locked cupboard or treatment room.
  - limiting the number of cigarettes and smoking at scheduled times so that staff can monitor
  - fire retardant apron
  - monitoring to check that no-one has given the resident a lighter or the resident hasn’t found a lighter somewhere
  - Monitoring to check if the resident is not smoking in inappropriate areas.
  - Direct supervision by family only that is; staff are not able to directly supervise residents who smoke. For these residents it may be necessary to go through the QUIT Program with or without Nicotine patches.
- A [Smoking Care Plan \(41.0.7\)](#) is documented and includes;
  - Problem statement/s
  - Goal/s of care
  - Strategies / Interventions to eliminate or control identified risks including any monitoring.
- Staff, including casual and agency staff are informed of any risks in the Risks and Alert section of the [Care Plan \(Manad\)](#) and the [Summary Care Plan \(Manad\)](#) and the [Handover Sheet \(41.0.1\)](#).
- Care staff must follow the Care Plan strategies and interventions and report exceptions to the Enrolled Nurse or the Registered Nurse and record in the progress notes. Any near misses must also be documented *as an Adverse Event (Manad)*
- Changes in health status affecting the resident’s ability to safely smoke are communicated to staff through the verbal handover and changes to the [Smoking Care Plan \(41.0.7\)](#) and the

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- Summary Care Plan (Manad) and the Handover Sheet (41.0.1).
- The effectiveness of the Smoking Plan of Care is monitored and reviewed with the monthly care plan evaluation or before if increased risk is identified by reports of changes in the resident's health status and or incidents/near misses.
  - A reassessment of each resident's ability to smoke safely is conducted at least 3 monthly using the Smoking Risk Assessment (41.0.7).

**References**

<sup>1</sup>DHS 2006, Smoke-free workplaces guide, available at:

[www.health.vic.gov.au/tobaccoreforms/downloads/smoke-free\\_workplaces\\_guide.pdf](http://www.health.vic.gov.au/tobaccoreforms/downloads/smoke-free_workplaces_guide.pdf)

<sup>2</sup>DHS 2006, New tobacco laws: Workplaces, fact sheet, available at:

[http://www.health.vic.gov.au/tobaccoreforms/downloads/workplaces\\_factsheet.pdf](http://www.health.vic.gov.au/tobaccoreforms/downloads/workplaces_factsheet.pdf)

<sup>3</sup>South Australia, Coroners report March 2011, Finding of Inquest: Dawn Patricia Heath available at:

[www.courts.sa.gov.au/courts/coroner/findings/findings\\_2011/Heath\\_Dawn\\_Patricia.pdf](http://www.courts.sa.gov.au/courts/coroner/findings/findings_2011/Heath_Dawn_Patricia.pdf)

**Further References**

DoSS, Standards and Guidelines for Residential Aged Care Services Manual (St. 4.5, 4.6), 4/11/2009

available at: <http://www.health.gov.au/internet/main/publishing.nsf/Content/ageing-manuals-sgr-sgrindex.htm>