

## PEARSON & HOOKER OPTOMETRISTS SMOKEFREE POLICY

### POLICY STATEMENT:

As part of its wider role in promoting health and wellbeing, Pearson & Hooker Optometrists has a responsibility to encourage and support clients, staff and their families/whanau to become smokefree. Pearson & Hooker Optometrists is required to ensure that no person smokes at any time while they are working to keep employees and visitors to Pearson & Hooker Optometrists' premises free from the health risks of smoking.

### PURPOSE:

The purpose of this policy is to outline Pearson & Hooker Optometrists' expectations regarding:

- The health and safety of all individuals within Pearson & Hooker Optometrists premises and environments to:
  1. Enhance the health of employees
  2. Enhance the health of those who access Pearson & Hooker Optometrists services
  3. Promote a smokefree environment
  4. Encourage a smokefree workforce
- Compliance with the Smoke-free Environments Act 1990 and Amendments 2003 and the Health and Safety in Employment Act (HSEA) 1992 and Amendments 2002; and
- Systems to reduce smoking rates among staff and the community, in accordance with the New Zealand Health Strategy.

### SCOPE:

This policy is applicable to all Pearson & Hooker Optometrists employees and visitors, including:

- Current and prospective staff including volunteers
- Clients
- Visitors, family/whanau to the Pearson & Hooker Optometrists premises

The Smokefree Environment component of this policy includes all buildings, grounds, social venues and vehicles owned or occupied by Pearson & Hooker Optometrists

### POLICY:

Smokefree Environment

All Pearson & Hooker Optometrists sites are Smokefree.

Smoking is not permitted inside and around Pearson & Hooker Optometrists affiliated buildings, vehicles and offices, including in any buildings leased by Pearson & Hooker Optometrists.

Staff, clients and visitors may not smoke in external areas on any site owned by the Pearson & Hooker Optometrists or controlled by them under a lease arrangement. They must leave the site if they wish to smoke.

On-site includes boundary fences, gardens and entrances to sites (or designated area assigned).

Staff who wish to smoke off-site should not be identifiable as staff of Pearson & Hooker Optometrists by their uniforms or name tags. If staff wish to smoke during work time, it will only be during scheduled breaks (morning tea, lunch and afternoon tea).

As Pearson & Hooker Optometrists staff support clients in their own homes and the community, staff must endeavor to minimise their own risk to second-hand tobacco smoke in these settings (see Appendix 1 for strategies).

#### Promoting a Smokefree Environment

- It is the responsibility of all staff to inform staff, clients and visitors who are found to be smoking on-site that Pearson & Hooker Optometrists is Smokefree and that people who smoke must go off-site to smoke.
- Staff that are responsible for client care are also encouraged to discuss the Smokefree Policy with clients and their families/whanau upon presentation to Pearson & Hooker Optometrists.
- Pearson & Hooker Optometrists prohibits any use of cigarettes as behavioural tools including to build rapport with service users and de-escalate or manage critical incidents.
- Staff are prohibited from smoking when working with service users. This includes within the service user's home and when undertaking community activities.
- This Smokefree policy will be clearly displayed and available to all.
- Smokefree signs will always be clearly visible in the workplace.

#### Hazard Identification

In order to best manage workplace health and safety, smoking is an identified hazard on the Hazard Register (if appropriate). If you experience any negative effects, please complete an Incident Accident & Complaint form (or equivalent) to ensure that this is investigated.

#### Staff Non-compliance

Repeated breaches of the policy section on Smokefree Environments will be considered misconduct and will be dealt with in accordance Pearson & Hooker Optometrists's Staff Code of Conduct.

## Complaints Procedure

Individuals who believe, on reasonable grounds, that there has been a failure to comply with the purpose of the policy, should forward their complaint, in writing, to the Manager Pearson & Hooker Optometrists. Responses to the complaint are to be made within 7 working days after receipt of the complaint.

## Smokefree Systems

Pearson & Hooker Optometrists is committed to the development and/or improvement of the systems around becoming Smokefree (supporting clients and staff who smoke or are exposed to secondhand smoke in the home). This includes systems for:

- Promoting a Smokefree environment
- Identifying clients who smoke or are exposed to secondhand smoke in the home
- Documentation of smoking status and brief intervention
- Facilitating effective brief interventions with clients who smoke
- Effective referral processes for further cessation support
- Supply and provision of Smokefree resources

## Smokefree Education and Support

- All Pearson & Hooker Optometrists staff will complete the Smokefree E-learning module.
- Staff who are registered health professionals will also be encouraged to become Quitcard providers by completion of Smoking Cessation Practitioner training or via completion of the E-learning module
- Pearson & Hooker Optometrists staff will actively support people to stop or reduce smoking by:
  - o Identifying clients and staff who smoke or are exposed to secondhand smoke in the home.
  - o Providing brief advice to those who smoke.
  - o Offering cessation support either themselves or by referral to local cessation/quit specialists.
- Staff who smoke will also be encouraged and supported to quit smoking and will be allowed reasonable time out of work to attend smoking cessation advice sessions.