



Smoke Free Policy

1. Purpose

The *Smoke Free Policy* (policy) requires that all WA health sites are smoke-free and vape-free. This includes, but is not limited to, all owned or leased buildings, structures, outdoor areas, grounds, car parks and vehicles.

The purpose of the policy is to:

- protect and prevent health risks for all WA health employees, consumers, contractors and visitors to WA health sites by eliminating potential exposure to second-hand smoke and e-cigarette (vape) aerosol; and
- lead by example by delivering a clear message to the community and other government agencies that all WA health sites are smoke-free and vape-free.

Under the *Work Health and Safety (General) Regulations 2022*, smoking is not permitted in enclosed workplaces.

The policy is consistent with the following legislation:

- *Tobacco Products Control Act 2006*
- *Work Health and Safety Act 2020 (WA)*.

The policy is also consistent with the:

- [National Tobacco Strategy 2023 – 2030](#)
- [Western Australian Health Promotion Strategic Framework 2022– 2026](#)
- [National Occupational Health and Safety Commission \(NOHSC\) Guidance note on the ‘Elimination of Environmental Tobacco Smoke in the Workplace’](#).

This policy is a mandatory requirement for Health Service Providers under the *Public Health Policy Framework* pursuant to section 26(2)(l) of the *Health Services Act 2016*.

This policy is a mandatory requirement for the Department of Health pursuant to section 29 of the *Public Sector Management Act 1994*.

2. Applicability

This policy is applicable to WA health entities.

The requirements contained within this policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider contract manager is responsible for

ensuring that any obligation to comply with this policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

3. Policy Requirements

To ensure smoking is not permitted (including use of tobacco products, electronic cigarettes (vapes) and other related products) in any owned or leased buildings, structures, outdoor areas, grounds, car parks or vehicles, WA health entities must have local procedures in place to meet the following requirements:

1. Implement site-specific management and compliance strategies.
2. Implement site-specific communication strategies to ensure that anyone entering the premise understands that smoking and vaping is not permitted.
3. Complete the [Smoke Free Policy Annual Reporting Form](#).

In addition to the above, Health Service Providers that provide inpatient services must have local procedures in place to meet the following requirements:

4. Provide employees with access to nicotine replacement therapy (NRT) listed on the Australian Register of Therapeutic Goods.
5. Assess and record the smoking and vaping status of all inpatients aged 16 years and over.
6. Provide treatment for nicotine dependent inpatients.

4. Compliance Monitoring

The Population and Preventive Health Directorate, on behalf of the System Manager, will monitor compliance with this policy. WA health entities must report the following information (for the period 1 July to 30 June) using the [Smoke Free Policy Annual Reporting Form](#) by 14 August, on an annual basis:

- management and compliance strategies implemented
- communication strategies implemented
- local procedures to provide staff members access to NRT
- local procedures to assess and record smoking and vaping status of all inpatients aged 16 years and over
- local procedures to provide treatment for nicotine dependent inpatients
- any reported issues with local implementation and compliance.

The System Manager may also request additional information, including data and documents associated with local procedures, to ensure alignment with policy requirements.

5. Related Documents

The following documents are mandatory pursuant to this policy:

- [Smoke Free Policy Annual Reporting Form](#)

6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this policy:

- [Guidelines for the implementation of the Smoke Free Policy](#)

7. Definitions

The following definition(s) are relevant to this policy.

Term	Definition
Employees	Means a person employed in a Health Service Provider and includes: <ul style="list-style-type: none"> (i) the chief executive of the Health Service Provider; (ii) a health executive employed in the Health Service Provider; (iii) a person employed in the Health Service Provider under section 140 of the <i>Health Services Act 2016</i>; (iv) a person seconded to the Health Service Provider under section 136 or 142 of the <i>Health Service Act 2016</i>.
WA health entities	WA health entities include: <ul style="list-style-type: none"> (i) Health Service Providers as established by an order made under section 32(1)(b) of the <i>Health Services Act 2016</i>. (ii) Department of Health as an administrative division of the State of Western Australia pursuant to section 35 of the <i>Public Sector Management Act 1994</i>.
WA health system	The WA health system is comprised of: <ul style="list-style-type: none"> (i) the Department; (ii) Health Service Providers (North Metropolitan Health Service, South Metropolitan Health Service, Child and Adolescent Health Service, WA Country Health Service, East Metropolitan Health Service, PathWest Laboratory Medicine WA, Quadriplegic Centre and Health Support Services); and (iii) contracted health entities, to the extent they provide health services to the State.

8. Policy Contact

Enquiries relating to this policy may be directed to:

Title: Director
 Directorate: Population and Preventive Health
 Email: PPHD.admin@health.wa.gov.au

9. Document Control

Version	Published date	Review date	Amendment(s)
MP 0158/21 v.1.0	1 July 2021	June 2024	Original version

MP 0158/21 v.2.0	1 July 2022	June 2024	Amendments as stated below.
<ul style="list-style-type: none"> • Policy Requirements amended to remove the partial exemption for involuntary mental health inpatients which expired on 30 June 2022. • Updated applicability section to align with the updated mandatory policy template. • Updated reporting requirement for the Department of Health. • Deleted definition for 'WA health system entity' and inserted definitions for 'WA health system' and 'Health Service Provider'. • Deletion of: <ul style="list-style-type: none"> ○ Involuntary mental health inpatient definition ○ Related Document – <i>Implementation of the partial exemption for involuntary mental health inpatients</i> ○ Supporting information – <i>Guidelines for supporting involuntary mental health inpatients</i>. 			
MP 0158/21 v.2.1	20 October 2023	June 2024	Amendments as listed below.
<ul style="list-style-type: none"> • Purpose section: Updated National Tobacco Strategy 2022-2030 consultation draft to National Tobacco Strategy 2023-2030. Removal of consultation draft to the Western Australian Health Promotion Strategic Framework 2022-2026 and updated hyperlink. 			
MP 0158/21 v.3.0	12 March 2025	March 2028	Policy review and amendment, details below.
<ul style="list-style-type: none"> • Purpose section refined to align with policy requirements. • Applicability section amended to include WA health entities. • Policy requirements section refined and updated to include: <ul style="list-style-type: none"> ○ new requirement 3. Complete the Smoke Free Policy Annual Reporting Form'. ○ 'inpatients aged 16 years and over' previously 'adult inpatient'. ○ 'smoking and vaping' previously 'smoking'. • Compliance monitoring section amended to align with mandatory policy governance requirements. • Inclusion of related document: <i>Smoke Free Policy Annual Reporting Form</i>. • Supporting information updated: <i>Guidelines for the implementation of the Smoke Free Policy</i>. • Deleted definition for 'Health Service Provider' and inserted definitions for 'WA health entities' and 'Employees'. • Policy contact updated to reflect policy ownership change in Directorate and email address. 			

Note: Mandatory policies that exceed the scheduled review date will continue to remain in effect.

10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
Approval date	10 May 2021

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