



Department: **ADMINISTRATION**

Policy # ADM-1034

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Issued: 09-01-87

Revised / Reviewed: 03/01/04; 11/2006; 02/14/2008

Associated CMS Standards: _____

Associated JCAHO Standards: _____

MANUAL: ADMINISTRATIVE

**AUTHOR: Tobacco-Free Environment
Committee, MaryEllen Anderson, RN, Chair**

SUBJECT: TOBACCO-FREE ENVIRONMENT

I. Policy:

Tobacco use on HRRMC premises, including all HRRMC **owned and leased buildings, campus grounds** of HRRMC Hospitals, Clinics, Offices, Learning Centers, **parking lots, and ramps**, including inside personal and HRRMC-owned vehicles, is prohibited. No one will be permitted to use tobacco-related products within the boundary of any HRRMC property line and every attempt will be made to enforce this policy as with all other hospital policies.

I. Purpose:

In response to tobacco being the leading cause of preventable death in the nation, Heart of the Rockies Regional Medical Center is implementing a tobacco-free environment, both indoors and outdoors. HRRMC is committed to offering helpful smoking cessation and treatment resources. It is the policy of HRRMC to protect the health and safety of our staff, students, physicians, volunteers, visitors, patients, contractors, and other guests. HRRMC recognizes the health hazards of tobacco use, and as a leader in health care, strongly discourages the use of any and all tobacco products.

II. Background:

Eliminating tobacco use from hospital campuses is a national trend that provides a healthier environment for everyone who visits the campus. This means all patients, visitors and staff members will not encounter second-hand smoke while visiting any HRRMC property.

We believe this effort:

- Demonstrates our commitment to improve the health of the community.
- Creates a healthier environment for everyone who visits our campuses by eliminating second-hand smoke.
- Increases hospital involvement in treating nicotine addiction.
- Sets an example we hope other organizations and businesses will follow

Employers have a legal right to reduce or eliminate smoking and the use of tobacco products on their property. Individuals who use tobacco do not have the right to violate the Tobacco-Free Environment policy of the employer.



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III. **Responsibility:**

This policy shall apply to all staff, students, physicians, volunteers, visitors, patients, contractors, vendors and other guests. All those on the HRRMC premises are expected to comply with this policy.

All HRRMC employees are authorized and encouraged to communicate this policy with courtesy and diplomacy to other employees, patients, visitors and other guests.

All HRRMC managers, supervisors and security personnel are required to communicate this policy, using courtesy and diplomacy to other employees, patients, visitors and other guests.

IV. **Procedure:**

- A. It is the policy of HRRMC that tobacco use by employees, patients, visitors, volunteers, contractors or vendors is not permitted within the premises boundary of any of the hospital's owned or leased buildings or grounds.
- B. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, other smokeless tobacco products and pipe smoking.
- C. Employees found smoking or using tobacco products in any area of the hospital campus, or any HRRMC owned or leased building, will be subject to disciplinary action.
- D. Employees are asked to respect the property rights of our neighbors by not using tobacco or smoking on our neighbor's property, sidewalks or driveways.
- E. Tobacco use in any personal or commercial vehicle parked on the campus grounds is prohibited.
- F. Tobacco use in any hospital-owned vehicle, at any time, is prohibited.
- G. Employee work breaks will not be altered in any manner to allow employees to leave their work areas to utilize tobacco off campus.
- H. Employees who have returned to work following an off-campus lunch break during which they have smoked must ensure that there is no residual odor of smoke on their clothes, hair or person before they re-enter the building and report for duty in compliance with the HRRMC Dress Code Policy HR-5212.
- I. Patients may not use tobacco in their rooms or in any areas of the building, including restrooms, nor in any area on the hospital premises.
- J. Visitors may not use tobacco in any areas, including restrooms, of any buildings owned or leased by HRRMC, nor on the grounds, parking lots or any other area of the hospital premises, including private vehicles.



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- K. Employees who witness visitors using tobacco within the HRRMC campus will remind the visitor of our Tobacco-Free Environment and will ask the visitor to please cooperate with our policy. Suggested language for notification and reminders will be provided to every HRRMC employee.
- L. This policy will be communicated to all applicants for employment and will be distributed at new-employee orientation.

V. Related Policy References

- 1. Nursing Policy #_____ Tobacco-Free Environment: Caring for the Patient in a Tobacco-Free Hospital
- 2. HR Policy 5204: Hours of Work and Work Schedules
- 3. HR Policy 5111: Corrective Action
- 4. HR Policy 5212: Dress Code