

**SECTION – ENVIRONMENT OF CARE  
POLICY NO. 32.00****Effective Date: 6/1/08****TITLE: TOBACCO-FREE ENVIRONMENT****This is a new policy in the CMHIP Policy and Procedure Manual.**

**PLEASE NOTE: This policy supercedes all hospital, division and department policies referencing tobacco or smoking.**

**I. PURPOSE**

It is the policy of the Colorado Mental Health Center at Pueblo (CMHIP) to prohibit smoking or the use or sale of any tobacco products on the CMHIP campus.

As a health care provider committed to the health and safety of staff, patients, physicians, visitors, and business associates, the Colorado Mental Health Institute at Pueblo is taking a leadership role on the major public health issue of tobacco use. To promote CMHIP's commitment to public health and safety and to reduce the health and safety risks to those served and employed at the workplace, all CMHIP facilities, campuses, state vehicles, and properties are tobacco-free environments as of June 1, 2008. No smoking of cigarettes, cigars, or pipes or use of chewing tobacco in any form or other tobacco product will be permitted in facilities or on properties of CMHIP on or after that date.

This policy is applicable to all State employees on the CMHIP campus (see map on page 5) whether they are employees of CMHIP or other agencies, to medical staff, visitors, students, volunteers, vendors, lessees and contractors. This policy is applicable to all inpatients and outpatients.

A ban on tobacco does not take away an individual's rights as there is no "right to smoke" in Colorado. CMHIP does not require staff, patients or visitors to stop using tobacco; however, it is required that people do not smoke or use other tobacco products on this hospital campus or during work time.

The purpose of this policy is to describe how the tobacco-free workplace requirements will be implemented.

**DEFINITIONS**

**Tobacco Products** – Cigarettes, pipes, pipe tobacco, tobacco substitutes (e.g., clove cigarettes), chewing tobacco, or cigars.

**Tobacco Paraphernalia** – combustible material is contraband unless authorized (see Policy #32.12, Declaration of Contraband).

**Nicotine Replacement Products** – e.g., gum, patches, lozenges, inhalers

**Workplace** – CMHIP workplace means facilities or properties including but not limited to patient care buildings, clinics, facilities, office buildings, parking lots, CMHIP or State-owned vehicles, or property leased or rented out to other entities. This policy

applies regardless of whether a CMHIP facility or property is owned and whether or not the other tenants follow similar guidelines. Employees and patients at off-site patient activities shall not use tobacco products.

## **II. ACCOUNTABILITY**

It is the responsibility of all staff members to enforce the hospital's tobacco-free environment policy by encouraging their colleagues, patients, visitors and others to comply with the policy. Supervisors are responsible for implementing and enforcing CMHIP's Tobacco-Free Environment policy.

The community, staff, patients and visitors will be informed of the policy through a variety of communication methods.

## **III. PROCEDURE**

### **GENERAL POLICY PROVISIONS**

1. No tobacco products or related paraphernalia such as lighters and matches shall be used, sold or bartered anywhere on the CMHIP campus (see map on page 5) and may be possessed only in locked personal vehicles.
2. Signs declaring this hospital campus "tobacco free" shall be posted at the hospital campus entrances and other conspicuous places.
3. Hospital employees and other State employees who work on the CMHIP campus will be advised of the provisions of this policy during New Employee Orientation.
4. The hospital will post this policy in employee common areas and in the CMHIP New Employee Orientation Handbook.

#### **A. State Employees, Volunteers, Physicians, Students and Contract Workers**

1. Respectful enforcement of this policy is the responsibility of all CMHIP employees.
2. State employees, students, medical staff, volunteers, vendors, lessees and contractors are expected to comply with this policy.
3. This policy will be explained to employees during New Employee Orientation.
4. Job announcements for all positions on the CMHIP campus will display a notice that CMHIP has a tobacco-free work environment policy.
5. Employees are prohibited from smoking or using other tobacco products during any and all parts of their paid work shift excluding breaks. Employees may not smoke or use other tobacco products in their private vehicles while the vehicle is on CMHIP grounds.
6. Employees who encounter staff or visitors who are violating the tobacco policy are encouraged to politely explain the policy and report the violation to the person's supervisor, if known.

7. Staff who fail to adhere to this policy or supervisors who fail to hold their employees accountable may be subject to progressive discipline culminating in corrective or disciplinary action as defined in CMHIP, Colorado Department of Personnel and Administration (DPA), CDHS Human Resources and Medical Staff policies.

#### B. Patients

1. Inpatients and outpatients are prohibited from smoking or using tobacco on campus.
2. All patients admitted to CMHIP will be assessed for history of tobacco use and the need for interventions related to tobacco addiction including nicotine replacement and cessation education.
3. Patients may not possess any tobacco-related items on the unit or on the hospital campus except in the patient's locked personal vehicle.
4. Employees who encounter patients who are violating the tobacco policy are encouraged to politely explain the policy, and report the violation to the patient's treatment team, if known.
5. Violation of this policy by patients is a treatment issue to be addressed by the treatment team.

#### C. Visitors

1. Signs will be posted at campus entrances and in selected locations inside and outside of the facility.
2. Employees who encounter a visitor who is violating the tobacco policy are encouraged to politely explain the policy to the visitor.
3. Visitors who become agitated or unruly or repeatedly refuse to comply when informed of the tobacco-free campus policy may be reported to the Department of Public Safety (DPS). DPS will respond to the situation as appropriate, according to their professional judgment and need to maintain a safe environment.

#### D. Outside Groups

Outside groups who use CMHIP facilities for meetings will be advised of this policy. Violation of the policy will result in the rescinding of approval for the group to meet on this campus (see CMHIP policy 24.25).

**E. Guidelines for Enforcement**

<b>Violation examples</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
<p>Smoking outside on property but complies with request to stop</p> <p>Smoking outside on property and refuses to comply with policy</p> <p>Smoking in personal vehicle on campus</p> <p>*Excessive absences from the workplace during assigned shift (extra breaks, longer lunch breaks, etc.)</p> <p>*Employee's clothing smells strongly</p>	<p>The supervisor must have verifiable reports of the infractions and/or have witnessed the infraction directly.</p> <p>Verbal intervention with employee. Review policy and perimeter of the campus, give clear expectation it is not to reoccur. Review the Help Quit education available and possible assistance with nicotine replacement and acupuncture for difficulties with compliance while at work.</p>	<p>The supervisor must have verifiable reports of the infractions and/or have witnessed the infraction directly.</p> <p>Repeat first offense interventions and document all discussion in a supervisory log. Refer also to the first verbal intervention and make the expectation clear in writing. Sign the log and have the employee sign that this was reviewed and discussed with them. Again review the assistance available to comply at work.</p>	<p>The supervisor must have verifiable reports of the infractions and/or have witnessed the infraction directly.</p> <p>Present the employee with a Memorandum of Expectation or a JPPA Performance Improvement Plan clearly stating the expectation and consequences if the policy is violated again. Clarify that the behavior will affect the JPPA performance rating and may result in further corrective or disciplinary action.</p>	<p>The supervisor must have verifiable reports of the infractions and/or have witnessed the infraction directly.</p> <p>Document the new infraction and forward with previous documentation to the appointing authority for consideration of an R-6-10 meeting for corrective or disciplinary action that may affect pay, status, or tenure and possible termination.</p>

**Staff who witness infractions of any kind are asked to remind the person of the Tobacco Free campus policy using the scripted phrase on the reminder card. If the offender is a patient, please report the offense to the unit if known. If the offender is staff, please report the offense to the supervisor if known.**

**\*Please refer to related polices, CMHIP Professional Image and Appearance, 30.13 and Nursing Department Manual for Break Procedures**

John R. DeQuardo, M.D.  
Superintendent

Date

