

## Rockford Health System Smoke-Free Policy---2006

TITLE: Smoke and Tobacco Free Campus

- I. **PURPOSE:** Rockford Health System is committed to the promotion of quality health care, which includes the prevention of disease. With this commitment comes the responsibility of providing a safe and healthy environment. To establish and maintain the safest possible environment in which to deliver such care, Rockford Health System campus buildings, commercial property, parking lots and operated vehicles are smoke free/tobacco-free. Rockford Health System is dedicated to maintaining a smoke-free/tobacco free campus environment.

This policy is established to:

- a. minimize adverse health effects to patients, visitors, physicians, volunteers, and employees;
  - b. reduce risk of fire;
  - c. promote health and serve as a community role model; and
  - d. enhance employee productivity and reduce healthcare costs.
- II. **POLICY:** Rockford Health System is a Smoke-Free campus. This policy applies to all tobacco products including cigarettes, cigars, pipes, herbal tobacco products and chewing tobacco, none of which will be used or sold on campus or at any commercial facility owned, leased or operated by Rockford Health System.

Tobacco use is prohibited in all facilities used by Rockford Health System including leased buildings, parking lots, and in vehicles leased or owned by RHS. Tobacco use is prohibited anywhere on RHS commercial properties, including within personal vehicles parked on Rockford Health System property. There are no designated smoking areas.

In support of the “good neighbor” philosophy with our surrounding community, staff will not be permitted to smoke, eat, or drink, nor be permitted to discard cigarette butts, beverage containers, and other litter, on neighboring sidewalks or property contiguous or adjacent to any and all Rockford Health System property or buildings.

This policy applies to all persons on Rockford Health System property.

### III. GUIDELINES:

#### A. EMPLOYEES/MEDICAL STAFF/VOLUNTEERS

1. Communication of the policy will be by signage at campus entrances, building entrances, parking areas and reminders from RHS staff when necessary.

2. This policy pertains to all persons while on hospital property, surrounding campus and all RHS buildings and surrounding area. Employees, physicians, students or volunteers found to be in violation of this policy will be subject to disciplinary action up to and including termination.
3. All staff will be responsible for the enforcement of this policy. Any colleague, patient or guest violating the policy will be asked by a fellow colleague, a member of management or a security officer to discontinue using their tobacco products.
4. Supervisors are responsible for managing this policy within their respective work areas.
5. In support of the RHS professional dress code, tobacco products may not be publicly displayed in clothing.
6. Non compliance with this policy by staff will be addressed through the “Corrective Action” policy.
7. Staff and volunteers who observe visitors smoking in a RHS facility or on system properties are expected to approach the individual in a considerate and supportive manner restating the policy and advising the individual that smoking is prohibited on the premises.
8. Staff and volunteers will not engage in argumentative conversation with the public in defense of the policy. If additional intervention is required, the situation must be referred to any management personnel.
9. Staff, Volunteers and Physicians desiring to stop smoking/tobacco use will have access to RHS resources to assist them in the control or cessation of the smoking habit.

**B. PATIENTS/ VISITORS:**

1. RHS Smoke Free/Tobacco free policy will be communicated by signage at campus entrances, building entrances, parking areas and reminders from RHS staff when necessary.
2. This policy pertains to all persons while on hospital property, surrounding campus and all RHS buildings and surrounding area.
3. Patients will be informed of the System smoking policy at the following points:
  - a. By Physicians and office staff;
  - b. At the point of Pre-Admission Assessment (PAA);
  - c. Upon contact for scheduling by registration staff;

- d. At the time of admission by the Registration Staff;
  - e. As follow up communications by clinical staff.
4. Nursing staff will follow up with patient/family at the time of admission and reinforce the system Smoke Free/Tobacco Free policy
  5. Patients will be expected to dispose of all smoking/tobacco materials at the time of admission, (e.g. smoking/tobacco products will be sent home with family or friends or be held by the unit until time of discharge).
  6. Patient will be informed that they must comply with the policy or seek admission at another facility.
  7. After admission, if deemed necessary, the Physician will be notified to obtain orders for “tobacco withdrawal” management.

IV. REFERENCES:

Making Your Workplace Smoke free: A Decision Maker’s Guide. U.S. Department of Health and Human Services Center for Disease Control Prevention, Office on Smoking and Health

Metropolitan Chicago Healthcare Council: Smoke-free Campus Initiative. Implementing A Smoke free Campus: A case study Loyola University Health System.