

Sample Hospital Tobacco-Free Environment Policy

Purpose

This policy communicates this Hospital's position on smoking and the use and sale of tobacco products and its expectation for all employees. As a health care facility, we have an obligation to our patients and to the public to strongly assert the risks of tobacco use. Establishment of a smoke-free environment makes such a statement. The use of tobacco products by our employees compromises our image as a healthcare institution and is incompatible with our mission.

Policy

Smoking or the use or sale of tobacco is prohibited in or on all buildings either-owned or leased, grounds, parking lots, ramps, plazas, vehicles, subway areas, and sidewalks adjacent to our properties.

Our healthcare institution has the right to establish policy. Compliance with the policy is expected, based upon the importance of the message this conveys to our patients as well as the implications the policy has on the health and well-being of our staff. Adherence to this policy is a condition of continued employment with our institution.

Nicotine dependence treatment services are available to all employees, patients and visitors, and participation in these treatment programs is encouraged.

General Policy Provisions

1. No tobacco products shall be sold anywhere in a Hospital facility.
 2. Signs declaring this Hospital campus "smoke free" shall be posted at the Hospital campus entrance, and other conspicuous places.
 3. Hospital employees will be advised of the provisions of this policy during new employee orientation. Hospital will post this policy in employee common areas. Supervisors will be responsible for notifying their employees of the provision of this policy.
 4. Hospital employees may attend smoking cessation counseling sessions free of charge (during paid time off).
 5. Hospital employees may purchase nicotine replacement therapy (NRT) products and other tobacco use cessation prescribed medications from the Hospital Pharmacy at a reduced price (at Hospital cost).
 6. Any questions regarding this policy should be addressed to the Chair of the Hospital's Safety Committee.
-

Procedure

Human Resources will assist in communicating this policy by:

- Informing all applicants for employment of the Smoking/Tobacco Products policy prior to applicant accepting an offer of employment.
- Reviewing the policy at New Employee Orientation.
- Publishing an article regarding the policy and the importance of enforcement in our newsletter on an annual basis.

Patients and visitors will be notified of the policy prior to arrival whenever possible. In addition, no smoking signs are placed at all the entrances to our campus and in all visitor/patient areas.

All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy, especially with regard to patients and visitors.

Enforcement

Employees

Security staff have been assigned to approach employees smoking or using tobacco products on or around the campus to remind them of the policy and complete an incident report for supervisory follow-up.

It is the responsibility of all staff members to enforce the Hospital's tobacco-free environment policy by encouraging their colleagues and others to comply with the policy.

Employees who violate provisions of this policy will be reported to the employee's supervisor and to Labor Relations and may be subject to disciplinary (corrective) action. Every effort will be made to assist employees with resource information and their understanding of this policy.

Supervisors will assist employees in making arrangements to attend the Nicotine Dependence Treatment programs, and this will be treated like any other medical condition.

Supervisors are responsible to ensure that the Smoking/Tobacco Products policy is implemented and enforced.

Supervisors will discuss importance of patient care issues with employees. Patients express their concerns when they smell smoke on someone caring for them, when they are confronted by lingering smoke at building entrances, and the sight of people smoking or using tobacco products in front of campus buildings.

Review these items at each stage of corrective action:

- Smoking/Tobacco Products policy
 - Effect on patient care and work environment
 - Our image as a healthcare provider
 - Nicotine Dependence Treatment Program options
 - Employee Assistance resources
 - See Personal Physician
-

Employees violate the Smoking/Tobacco Products policy when smoking or using tobacco products in or on Hospital-owned or leased:

- Buildings
- Grounds
- Parking Lots
- Ramps
- Plazas
- Vehicles
- Subway Areas
- Sidewalks adjacent to Hospital properties

Patients

All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy, especially with regard to patients and visitors. Patients who refuse to comply with the Hospital's tobacco free environment policy should be counseled by the nurse or physician responsible for the patient's care. Repeat violations should be reported to the Chair of the Hospital's Safety Committee for immediate follow-up action.

Visitors

Visitors who refuse to comply with the Hospital's tobacco free environment policy should be reported to Hospital Security for immediate follow-up action.
