



MANUAL/DEPARTMENT	ADMINISTRATIVE POLICY AND PROCEDURE MANUAL
ORIGINATION DATE	JULY 2007
LAST DATE OF REVIEW/REVISION	AUGUST 2007
APPROVED BY	

TITLE: Tobacco and Smoke Free Campus

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PURPOSE

To provide a tobacco and smoke free environment for our patients, families, and staff.

SCOPE/PERSONNEL

This policy applies to everyone on The Children's Hospital (TCH) properties.

DEFINITIONS

Tobacco Products	smokeless tobacco, cigarettes including tobacco substitutes, pipes, and cigars
TCH Properties	primary campus; and all locations, leased and owned within the network of care

POLICY

Smoking is prohibited in or on all TCH properties including grounds, parking lots/structures, ramps, vehicles, and sidewalks within property boundaries.

- Staff are expected to be free from the smell of smoke.
- Staff are encouraged to communicate this policy with courtesy in regards to patients, families, and co-workers.
- Staff found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

PROCEDURES

- I. All staff are authorized and encouraged to communicate this policy with others.
- II. Human Resources will notify all staff of the *Tobacco and Smoke Free Campus* policy
 - a. Inform all candidates through hire process
 - b. Inform all new hires at new employee orientation
 - c. TCH staff not attending new employee orientation will receive this information in their orientation process and materials
- III. Staff found in violation of policy
 - a. TCH *Disciplinary* Guideline will be followed
 - b. Efforts will be made to assist staff with resource information including treatment programs and products, and their understanding of *The Tobacco and Smoke Free Campus* policy. Education will be provided throughout the disciplinary process.
- IV. Patients and families will be informed of the *Tobacco and Smoke Free Campus* policy through the admission process

RELATED DOCUMENTS/REFERENCES

Colorado Clean Indoor Air Act of 2006 www.smokefreecolorado.org
[Discipline](#) HR Guideline
[Staff Who are Not TCH Employee](#) HR Guideline

REVIEWED BY

HR and Smoke-Free Task Force
 Administrative Policy and Procedure Committee
 Senior Management and Executive Teams

