

HOSPITAL POLICY #713

TOBACCO-FREE ENVIRONMENT

POLICY:

Boulder Community Hospital is committed to the health and safety of its patients, visitors, employees, volunteers, and physicians. It is the policy of Boulder Community Hospital to provide a tobacco free workplace and environment. The use of tobacco products are prohibited in all BCH facilities and grounds. This shall include all spaces that are owned by BCH and leased to other parties.

RESPONSIBILITY:

It is the responsibility of all employees, physicians, and volunteers to follow the procedures outlined below, to address individual policy violations directly, and to report repeat violations to the Safety and Security Manager and/or Security services as necessary.

RELATED POLICIES:

Dress and Grooming Policy #19
Disruptive Behavior, Harassment and Sexual Harassment Policy #441

PROCEDURES:

The policy will be communicated during new employee orientation. Communication to patients, medical staff, employees, visitors, volunteers and the community will be done using a variety of methods including print and electronic media, the BCH website and patient communication materials.

1. PATIENTS:

- A. Tobacco use by patients is prohibited in all BCH facilities and all BCH-owned campuses.
- B. Patients will be informed of this policy at time of admission.
- C. Patients that are tobacco users will be able to request from their physician either appropriate pharmacological or non-pharmacological nicotine replacement therapy.
- D. Non-compliant patients will receive a warning that they are in violation of the hospital's tobacco free policy.
- E. Patients receiving blood or blood products are not allowed to leave the unit during the transfusion.
- F. Patients receiving chemotherapy are not allowed to leave the unit during the infusion.
- G. Patients on telemetry will be informed that telemetry is non-functioning when off the unit.
- H. Refusal to follow this policy may also result in immediate discharge from Boulder Community Hospital.

2. VISITORS:

- A. Visitors shall be informed of the tobacco use policy by signage at entrances to BCH facilities.
- B. Staff shall inform non-compliant visitors about the tobacco use policy. If this is not successful, a security officer may be contacted for assistance.

3. EMPLOYEES:

- A. Employees are informed of the tobacco use policy during orientation and continuing education. Reminders may be published periodically in the "SCOOP" newsletter.
- B. Employees that willfully violate the provisions of this policy may be subject to disciplinary action up to and including termination of employment. First time offenders will be verbally counseled; second time offenders will receive a written counseling record; third time offenders will receive a formal written warning; fourth time offenders will receive a letter of final warning; and fifth time offenders, absent extenuating circumstances, will be terminated from Boulder Community Hospital.
- C. Applicants for employment at BCH will be informed of the policy during the recruitment process.
- D. Employees may not use tobacco products in any BCH vehicle, or in any personal vehicle parked on BCH property.
- E. Employees that choose to leave BCH to use tobacco during their break are asked to be respectful of surrounding properties.
- F. Employees that use tobacco when not at BCH are subject to the hygiene/odor restrictions as described in the BCH Dress and Grooming Policy #19.

4. PHYSICIANS:

- A. Physicians are informed of the tobacco use policy during orientation.
- B. The Disruptive Behavior, Harassment and Sexual Harassment Policy #441 may be implemented to address non-compliant physicians.

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