

# Sample Tobacco-Free Hospital Campus Policy

## **PURPOSE:**

This policy communicates \_\_\_\_\_ Hospital's position on the use and sale of tobacco products. This hospital is committed to promoting the health, well-being, and safety of the patients, visitors, contractors, and employees. Tobacco use poses serious health risks to the tobacco user and to nonsmokers who are exposed to secondhand smoke. As a health care facility, we have an obligation to our patients and to the public to communicate a strong, consistent message on the risks of tobacco use. Establishment of a tobacco-free campus conveys such a message. The use of tobacco products by our employees, contractors, patients, and visitors is incompatible with our mission as a healthcare institution.

## **POLICY:**

The use of any tobacco product, e-cigarette or vapor product by employees, contractors, volunteers, patients, and visitors is prohibited at all times (i.e., 24 hours a day, seven days a week):

- in all buildings owned or leased by the hospital;
- on all grounds owned or leased by the hospital, including parking lots, ramps, and plazas;
- in hospital vehicles;
- in private vehicles while on the hospital campus;
- on all subway areas and sidewalks adjacent to hospital property.

All employees and contractors are expected to observe this policy as a condition of continued employment.

Nicotine dependence treatment is available. Participation is encouraged

## **GENERAL POLICY PROVISIONS:**

1. No tobacco products shall be sold anywhere on hospital property.
2. Signs stating that the hospital campus is tobacco-free are prominently posted at every campus and building entrance and in other conspicuous places. All ash receptacles have been removed from the hospital grounds to help enforce this policy.
3. Hospital employees and volunteers will be advised of the provisions of this policy during the application process, at new employee orientation, during open enrollment to benefit plans, and at the time of the infraction. This policy is posted in common areas to inform everyone who enters the hospital of the implications of a Tobacco Free Campus. Supervisors are responsible for notifying their employees of the provisions of this policy. Volunteer Coordinators will notify all volunteers and volunteer applicants.

4. Contractors will be advised of the provisions of this policy during contract negotiations.
5. Patients and visitors will be advised of the policy when making appointments, at admission, at discharge, and at any point of infraction.
6. Employees may attend tobacco cessation counseling free of charge (during paid time off). [at hospital discretion]
7. Hospital employees may purchase nicotine replacement therapy (NRT) products and other cessation medications from the hospital pharmacy at a reduced price (at Hospital cost).

Possible alternative wording:

The hospital will reimburse employees who remain tobacco-free for one year for purchases of nicotine replacement therapies (proof of purchase and receipts required).

## **NOTIFICATION**

This policy is communicated to the public through signs, announcements, newsletters, advertisements, media events, and the hospital website.

Patients and visitors are notified of the policy prior to arrival whenever possible.

Human resources assists in communicating this policy by:

- Informing all applicants (including volunteers) about the policy during the application process and again when they begin employment.
- Reviewing the policy at every new employee orientation.
- Including an article on the policy in the hospital newsletter at least once a year.

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

## **ENFORCEMENT**

All employees are authorized and encouraged to approach employees, volunteers, contractors, patients, and visitors who are violating the policy and courteously remind them of the policy. If situations arise where employees are not comfortable fulfilling this function, they should notify hospital security of violations. In addition, any problems that arise in responding to violations should be immediately reported to hospital security. Hospital security staff should complete an incident report and refer it to the relevant supervisor for follow-up.

Supervisors are responsible for ensuring that employees and contractors they oversee are aware of and comply with the policy. Every effort will be made to ensure that employees fully understand the policy and to provide them with assistance in quitting tobacco use if they wish to do so. Supervisors will assist employees in making arrangements to receive cessation medications and counseling.

Employees and contractors who violate provisions of this policy may be subject to disciplinary (corrective) action, as follows:

- A. First offense – verbal warning
- B. Second offense – written warning

C. Third offense – may result in termination

At each stage of corrective action, supervisors will review the following items with employees:

- The provisions of the policy
- The effect of on-campus tobacco use on patient care and the work environment
- The inconsistency of on-campus tobacco use with the hospital's mission
- Available cessation resources
- Employee Assistance resources
- Referrals to personal physician

Supervisors will discuss the importance of patient care issues with employees. [Either specify what this sentence means or consider deleting it.]

Patients who violate the policy will be advised by a nurse or physician regarding cessation counseling and nicotine replacement therapy. A patient who insists on using a tobacco product after all other means of care and counseling have been exhausted will be asked to sign an AMA form and to leave the hospital grounds. The patient will be escorted to the door of the building but will not be escorted outside. The supervisor and the attending physician will be notified. Appropriate forms will be completed for the patient's record and actions will be documented.

Visitors who refuse to comply with the policy should be reported to security for immediate follow-up action. Noncompliant visitors may be escorted off the property by security.

Neighboring properties will be notified of the new policy and its effective date, and provided with a contact in the security department to notify regarding concerns such as loitering and littering.

Any questions regarding this policy should be addressed to the Chair of the Hospital Safety Committee

