

## Policy: Tobacco Free and Vape Free Workplace

<b>ORGANIZATIONAL: Affects two or more departments.</b>							
<b>Folder</b>	Organizational Choices: Patient Safety and Performance Imp			<b>Sub-Folder</b> (If Applicable)	n/a		
<b>Original Effective Date</b>	5/1/1993	<b>Scope</b>	What departments does this policy apply to? State "All" as is may apply to the entire organization. All				
<b>Approved</b> (Approver/Date)	EOC 3/25/2020; MDRC 3/19/2020						
<b>Last Reviewed/ Revised Date</b>	4/17/2020	<b>OSHA Category</b> (If Applicable)	Not Applicable	<b>Standard</b> (If Applicable)	E.C.02.01.03	<b>Number of pages</b>	3

### PURPOSE:

SoutheastHEALTH is dedicated to providing a healthy environment for all people who enter its facilities. The Tobacco Free and Vape Free Policy is established to minimize adverse effects to patients, visitors, and employees to reduce the risk of fire, to promote health and serve as a community role model, to eliminate second hand smoke and to enhance employee productivity and reduce healthcare costs.

### GUIDELINES:

SoutheastHEALTH is a Tobacco Free and Vape Free facility and is sensitive to the needs of patients, visitors, physicians, vendors, contracted employees, students, volunteers and employees and is committed to the preservation of the health and wellness of the hospital community and the community as a whole. This policy applies to all tobacco products including cigarettes, cigars, pipes, chewing/smokeless tobacco, and electronic nicotine delivery systems.

SoutheastHealth interior facilities and the main campus is Tobacco, Vape Free facility with the exception of the two (2) visitor or patient tobacco, vape use areas and the one (1) employee use area.

Visitor or patient Tobacco, VAPE use areas:

- Outside, west of the main hospital entrance located in the grass area south of Lacey Street, between the garage entrance for level C and D.
- Outside, north of Lacey Street at the scenic overlook, just north of the Emergency Department.

Employee Tobacco, VAPE use area:

- Designated area is in the South East corner of the Thilenius Street Parking Lot, Brown Lot.

**PATIENT/FAMILY COMPLIANCE EDUCATION:**

Hospital staff will support the patient in an effort to stop using tobacco:

1. Instruct patient of negative effects tobacco use has on all disease processes.
2. Educate patient on tobacco use cessation.
3. Review with patient and family reasons for cessation of tobacco use.

Patients will not be allowed to use tobacco products in their rooms or within the hospital. However, IF patients choose to use tobacco products outside the building they will not be assisted by hospital staff. The time necessary to transport and remain with patients would create a patient care concern related to staff being away from their patient care areas. The hospital does not want to encourage or support the use of tobacco products.

Patients will be asked to sign out AMA for the purpose of tobacco use before leaving the building so that staff are aware of when they left and their location. All high risk treatments will be discontinued prior to patient exiting the building to use tobacco products. Patient will not be allowed to take hospital equipment, such as IV poles, oxygen tanks, or telemetry packs out of the hospital if they choose to leave to use tobacco products.

**IMPLEMENTATION:**

1. For any patient that is identified as a smoker on the nursing admission assessment the following forms need to be printed: “Smoking Cessation Fact Sheet” and “Release for Leaving the Hospital against Medical Advice for the Purpose of Tobacco Use.”
2. The nurse will educate the patient on smoking cessation using the “Smoking Cessation Fact Sheet” and have the patient sign the “Release for Leaving the Hospital against Medical Advice for the Purpose of Tobacco Use” form to ensure the patient is informed and understands their responsibilities if they choose to leave the facility to smoke.
3. If the patient elects not to sign the above form, they should be encouraged to sign a “Release from Responsibility for Discharge” (Against Medical Advice) prior to exiting the building to use tobacco products. The patient’s physician should be notified.
4. If the patient chooses not to sign either of the above forms and still exits the building to use tobacco products, a notation should be entered in the patient medical record and the patient’s physician should be notified.

**PROCEDURE:**

Communication of the Tobacco Free and Vape Free Policy will consist of employee notification, signage on hospital grounds and facilities, signage in parking areas, and reminders from staff when necessary. Job applicants will be notified of the policy upon application. This policy pertains to all patients, visitors, physicians, vendors, contracted employees, students, volunteers and employees while on the hospital campus or in the designated zone.

Employees or volunteers found to be in violation of this policy will be subject to disciplinary action in accordance with Human Resource policies.

All staff will be encouraged to assist in enforcing this policy. Any patient or guest violating the tobacco free and vape free policy will be asked by an employee, volunteer, physician, a member

of management, or a security officer to discontinue using their tobacco product and informed of the location of the nearest designated smoking area.

Smoking is not permitted on SoutheastHEALTH campus (this includes in your car in the parking lot or garage) or on an employee's work time with the exception of the designated areas specified within this policy.

**REFERENCES:**

The Joint Commission. (2020). Environment of Care E.C. 02.01.03

Rules of Missouri Department of Health and Senior Services. Division 30 – Division of Health Standards and Licensure, Chapter 20.082(13): the development and enforcement of written policies and procedures which prohibit the use of tobacco products throughout the hospital and its facilities.