



Institutional Policy

Policy Name:	Tobacco Free Environment
Effective Date:	1/1/2008
Approved Date:	01/09/2008
Next Approval Date:	01/09/2011
Policy Owner:	Franszczak, Stephanie

POLICY STATEMENT

National Jewish Health recognizes the harmful effects of both active and passive smoke and tobacco products. In observation of National Jewish Health's mission for health care, medical research and safety, smoking and/or use of tobacco products is prohibited on all National Jewish Health property, both indoors and outdoors effective January 1, 2008.

SCOPE

This policy applies to all center employees, affiliates, volunteers, patients, visitors, students, trainees, vendors and supplemental staff employed through contract agencies.

PROCEDURE/GUIDELINE

I. EMPLOYEES, AFFILIATES, PATIENTS, VOLUNTEERS & VISITORS:

- A. Smoking and/or the use of tobacco products is not permitted inside any National Jewish Health building or in any outside area on the National Jewish Health campus and parking lots. This includes all buildings, grounds, public areas around the buildings, parking lots, and sidewalks deemed to be National Jewish Health property. This also includes all vehicles owned by National Jewish Health, and any personal vehicles while on National Jewish Health property.
- B. The use of tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, and pipe smoking is prohibited.
- C. Signage in support of this policy is prominently posted throughout the National Jewish Health properties.
- D. Patients will be informed of National Jewish Health's smoke-free environment prior to their visit and will be given assistance and education regarding smoking cessation programs.
- E. National Jewish Health's Administration and Management will clearly convey and orient employees, affiliates and volunteers to the tobacco-free policy.
- F. Prospective employees, affiliates and volunteers will be informed of the policy during the interview and hiring process. The policy will be elaborated to newly hired employees, affiliates and volunteers in New Employee Orientation and reviewed annually through Net Learning or other annual training.

- G. Support will be provided to all who desire to stop using tobacco products via education, pharmacological aids (as applicable) and smoking cessation programs accessible through the Colorado Quit Line.
- H. It is the responsibility of all National Jewish Health employees, affiliates and volunteers to uphold and support this policy.
 - a. If an employee, affiliate or volunteer witnesses any person violating this policy, he or she will courteously inform the person of the tobacco-free policy.
 - b. If the individual continues to smoke or use tobacco products, the employee, affiliate or volunteer will inform Security of the incident. Security will then notify Human Resources for appropriate action.
 - c. As a good and safe neighbor, all employees, affiliates, and volunteers are encouraged to be respectful of the personal property of our adjacent neighbors by not littering or inappropriately loitering.
- I. Any employee found to be in violation of this policy may be subject to disciplinary action up to and including termination.
- J. No corrective counseling or progressive discipline will be initiated for the use of any tobacco product in a designated smoking area prior to January 1, 2008.
- K. The use of tobacco products, including tobacco smoke, for clinical diagnostic procedures (e.g., inhalation challenges) or in the conduct of clinical and/or basic science research is allowed under this policy provided that such use has been reviewed and approved by the appropriate oversight body within the institution.

II. RESPONSIBILITY:

- A. It is the responsibility of each individual to comply with this policy and to observe the rights of others.
- B. It is the responsibility of Managers and/or Supervisors to communicate this policy to their staff. It is also the Managers' and/or Supervisors' responsibility to ensure compliance of this policy on behalf of the best health interest of patients, visitors, employees, affiliates and volunteers.
- C. It is the responsibility of every National Jewish Health employee, affiliate, and volunteer to be respectful of the personal property of our neighbors.

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