

HealthONE Policy & Procedure	
Title: <b>SMOKE AND TOBACCO-FREE ENVIRONMENT</b>	P&P#: <b>Page 1 of 1</b>
Function:	Standard#:
Facility: <b>ALL</b>	Department: <b>ADMINISTRATIVE</b>
Review Date(s):	Effective Date: <b>08/08/08</b>
Revision	
<b>Approval(s)</b>	<b>Other Approval(s)</b>
Facility Approval(s): _____	_____ Name/Title/Signature
Administration: _____ Title/Signature	_____ Name/Title/Signature
Medical Staff: _____ COS/Dept. Chair/Med. Dir.	_____ Name/Title/Signature

**PURPOSE:** As a major health care provider in the Denver-metro community, HealthONE promotes the health and safety of our employees and those we serve by encouraging a smoke and tobacco free campus. In light of its mission to provide quality healthcare to our patients and the community we serve, this policy furthers our commitment to provide a safe, clean, and healthy environment.

**SCOPE:** Patients, Visitors, Hospital Employees, Physicians, Allied Health Practitioners with admitting privileges and Patient Access (PTAC).

- POLICY:**
1. All HealthONE facilities and their surrounding campuses will strive for smoke and tobacco-free environments. The use or sale of tobacco to include cigarettes, cigars, pipes and smokeless tobacco is prohibited in all HealthONE owned properties to include medical and professional office buildings, parking garages/lots and within any vehicle operated, leased or owned by HealthONE.
 

This policy applies to all people while on a HealthONE campus to include, but not limited to, patients, families, visitors, physicians, allied health professionals, physician office personnel, volunteers, vendors, contractors and employees.
  2. It is the responsibility of every employee of HealthONE to support and comply with the tobacco free policy.
    - a. If an employee observes anyone using tobacco products while on campus, they should politely inform the individual of the tobacco-free policy.
    - b. If the individual refuses to comply or becomes belligerent, the employee should notify their supervisor, Human Resources or Security.
  3. If a patient elects to leave the nursing unit/clinical department/ or facility campus to smoke after being advised of the tobacco-free policy, the patient is considered to have left the facility Against Medical Advice (AMA).

**PROCEDURE: A. Patients**

1. The patient will be informed at the time of registration and again at the time of assessment that tobacco is strictly prohibited while on campus.
2. Physicians will be encouraged to use the Smoking Cessation Order set to provide a nicotine substitute for the patient while in the hospital setting. Patients should be offered information regarding smoking cessation.
3. If the patient fails to comply with the policy:
  - a. Nurse or caregiver: inform the patient of the importance of complying with the policy.
  - b. If continued failure to comply, contact the Supervisor and notify the physician of situation.
  - c. Advise the patient that leaving the facility to smoke is consistent with leaving Against Medical Advice (AMA) and that treatment/care may not be continued.

**B. Visitors**

1. Provide violators with a policy statement message card and request that they abide by the policy. Message cards are available in Human Resources and Security.
2. If continued violation, notify Security.

**C. Employees**

1. Smoking cigarettes and/or the use of other tobacco products is not permitted in any HealthONE facility, within any HealthONE parking structure or on the HealthONE grounds, or HealthONE off site locations, including but not limited to public or non-public areas, offices, cafeterias, restrooms, stairwells, driveways, sidewalks, HealthONE vehicles, etc.
2. There will be no tobacco product sold or dispensed on HealthONE property or premises.
3. Compliance with this policy by all employees is expected based upon our commitment to promote good health for our employees, patients and the public.
4. No smoking signs shall be posted in a variety of locations as a reminder of the policy.
5. Heavy scent of tobacco odor may be offensive and is not acceptable. HealthONE employees who choose to smoke immediately before reporting to duty must take appropriate steps to eliminate the odor of tobacco prior to reporting for duty.
6. Employees are not permitted to use tobacco products while on company paid time.
7. In support of being good neighbors in the communities we serve, employees are not permitted to smoke or discard cigarette butts and other litter, on neighboring sidewalks, or property contiguous or adjacent to any and all HealthONE property or buildings.
8. Failure to comply with HealthONE's policies, rules, employee and patient safety standards, regulations or standards of employee performance, conduct or behavior will be subject to corrective discipline.

**D. Medical Staff/Allied Health Professionals**

1. Violation of this policy will be referred to the Chief Medical Officer.

**E. Contractors/Vendors**

1. Failure to follow this policy will be referred to the appropriate hospital personnel/administration.