



Healthcare System Tobacco-Free Model Policy

Rationale

Smoking is the single most preventable cause of death, disease and disability in the United States. The U.S. Surgeon General confirms that exposure to secondhand smoke is a serious health hazard and there is no safe level of exposure. As a health care provider, [organization name] is committed to providing a healthy and safe environment for employees, patients and visitors and to promote positive, healthy behaviors by providing a tobacco-free environment.

The policy set forth below is effective [date] for [organization name and location].

Tobacco-Free Environment

All [organization name] buildings and grounds are 100% tobacco-free at all times, without exception. The use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, hookah, snuff, dissolvable tobacco or spit tobacco) or electronic nicotine delivery systems (i.e., e-cigarettes) are not permitted by anyone on property owned or leased by [organization name]. This policy is applicable to all staff on the [organization name] campus whether they are employees of [organization name] or other agencies, patients, visitors, students, volunteers, vendors, lessees and contractors. The use of tobacco is prohibited on or in parking lots, [organization name] owned or leased vehicles and any personal vehicles on the property.

Policy Communication

Signs stating the tobacco-free policy will be clearly posted on the perimeter of the property, at all entrances, and other prominent places. No ashtrays or other collection receptacles for tobacco trash will be placed on the property.

Employees, Volunteers, Physicians, Students and Contract Workers

1. [Organization name] employees and other employees who work on the [name] campus will be advised of the provisions of this policy during New Employee Orientation. The policy will be provided in writing to all employees.
2. [Organization name] will post this policy in employee common areas and in the [name] Employee Handbook.
3. Job announcements for all positions on the [organization name] campus will display a notice that [organization name] has a tobacco-free work environment policy.
4. Employees are prohibited from smoking or using other tobacco products during any part of their paid work shift, including breaks. The use of prohibited nicotine products is also not permitted while staff are in uniform or while displaying facility

ID badges. If leaving the premise for meals or breaks, employees must follow this policy.

5. The odor of smoke on breath or clothing, the appearance of spit tobacco use (out pouching of lower lip/tobacco remnants in teeth) or thirdhand smoke is prohibited in all areas.
6. Employees who use tobacco are encouraged to use the tobacco cessation resources listed below.

Clients or Patients (including inpatients, outpatients, and residents)

1. Patients/clients are prohibited from smoking or using tobacco on campus. The use of tobacco will not be permitted under any circumstances.
2. At the time of admission or registration, patients will be given information regarding the tobacco-free policy. Patients' tobacco items will be placed in a secure location until dismissal.
3. All patients admitted to [organization name] will be assessed for history of tobacco use and the need for interventions related to tobacco addiction including nicotine replacement therapy and cessation education. Additional remedies are the responsibility of the treatment team responsible for the safety and well-being of the patient/client. Tobacco cessation materials will be given to the patient/client and their physician may be contacted to request smoking-cessation products.

Visitors

1. Visitors are prohibited from smoking or using tobacco on campus. The use of tobacco will not be permitted under any circumstances.
2. Visitors who use tobacco are encouraged to use the tobacco cessation resources listed below.

Outside Groups

Outside groups who use [organization name] facilities for meetings will be advised of this policy. Violation of the policy will result in the rescinding of approval for the group to meet on this campus.

Enforcement

Enforcement of this policy is the shared responsibility of all [organization name and location] personnel. All employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy, especially with regard to patients and visitors. If difficulties arise with compliance of this policy, security will be notified.

Employees, Volunteers, Physicians, Students and Contract Workers

Employees who violate this policy are subject to disciplinary action, up to and including termination. The supervisor, or managing personnel, will document incidents of smoking, tobacco use and/or smoke odor by employees for disciplinary action.

Clients or Patients (including inpatients, outpatients, and residents)

Employees who encounter patient/clients in violation of the tobacco-free policy are encouraged to politely explain the policy, ask the person to quit using the tobacco

product and report the violation to the patient's treatment team. If the use of tobacco products continues after the first verbal reminder, management and security may be contacted for additional assistance to reinforce the policy.

Visitors

Employees who encounter a visitor in violation of the tobacco-free policy are encouraged to politely explain the policy to the visitor and ask the person to quit using the tobacco product. Visitors who become agitated or unruly or repeatedly refuse to comply when informed of the tobacco-free campus policy may be reported to [name of appropriate department or personnel]. [The identified personnel] will respond to the situation as appropriate, according to their professional judgment and need to maintain a safe environment.

Tobacco Cessation Opportunities

[Organization name] encourages all employees who use tobacco to quit. The [insert the company department or worksite wellness program] offers [insert cessation benefits/assistance] for employees who want to quit tobacco use.

Tobacco cessation assistance and nicotine replacement products are available to all tobacco-using patients. The treatment team responsible for the safety and well-being of the patient/client can assist in requesting the desired cessation services. Tobacco cessation products are available for purchase for employees and visitors from the [organization name] pharmacy located [redacted].

Free tobacco cessation services are also available from the South Dakota QuitLine. For more information, call 1-866-737-8487 (toll-free) or visit www.SDQuitLine.com. Patients, visitors and staff outside of South Dakota who wish to quit tobacco use are encouraged to contact the quitline in their state for support by calling 1-800-QUIT-NOW. Information to access quitline resources will be posted within the facility.

Traditional Tobacco Use

In respect for the traditional tobacco use of American Indians, traditional tobacco used in the practice of cultural or religious activities will be the exclusive exception to this policy. Use of traditional tobacco for ceremonial purposes is permitted and must be approved in advance by the [designated individual or department] prior to use.

Questions

This policy will be maintained by [company department/union representative]. Any questions regarding the tobacco-free policy should be directed to [company department, including phone number(s) for handling inquiries].

This Tobacco-Free Policy was last updated [date].

