

Administration (EC)	Revised: 12/9/14 Effective: 1/9/15	Policy Number: 100-162
Policy: Smoke-Free Environment		
Chief Medical Officer		
Chairman, Owensboro Health Board of Directors		
Chief Executive Officer		
Executive Director of Facilities		

Purpose: As a leading regional healthcare provider, Owensboro Health is committed to providing a safe environment for staff, patients, families, and visitors, and to serving its employees and the public as role model and resource for healthy living. Promoting wellness and workplace safety as well as helping our staff, patients, and visitors to live smoke-free and tobacco-free is consistent with our mission statement, “To heal the sick and to improve the health of the communities we serve.”

Smoking, using tobacco products, and breathing second-hand smoke are known health hazards, proven to cause disease and death. Exposure to residual tobacco and smoking odors is also a health hazard, and a serious, potentially fatal threat to employees, patients, or visitors with allergies, respiratory issues, or other conditions that make them sensitive to tobacco, fumes, or odors.

In addition to recognizing that smoking, using tobacco products, and being exposed to smoke or residual tobacco are health hazards, Owensboro Health seeks to serve as a model for a smoke-free/tobacco-free environment.

Smoking or use of tobacco products on or near our premises, or by employees wearing our uniforms or logos in public, or by employees who may return to our premises with residual tobacco or tobacco odors on their persons or clothing, compromises Owensboro Health’s ability to provide a safe healthy environment for all, and its mission and image as a leading healthcare provider.

Smoking and use of tobacco products by anyone on Owensboro Health’s premises at any time is therefore prohibited. Employees are prohibited from reporting for work with residual tobacco or tobacco odors on their persons or clothing.

Responsible Persons: This policy applies to everyone on Owensboro Health’s property employees, physicians, and allied health practitioners, patients, students, volunteers, associates, contractors, vendors, sales representatives, and all other visitors.

Scope: This policy applies to all locations that Owensboro Health owns, leases, or manages, including but not limited to, all buildings, grounds, ramps, plazas, sidewalks, parking areas, and entrances; all company vehicles at any time, and all personal vehicles while on the above-referenced properties.

This policy also applies to public sidewalks surrounding the Owensboro Health campus, and depicted on Attachment A, in accordance with Public Utility Easement Encroachment Permit that the City of Owensboro has approved.

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Definitions:

1. “Smoking” for the purpose of this policy means lighting, smoking, carrying, or displaying a cigarette, electric cigarette, pipe, cigar, or other personal item associated with smoking and/or associated with inhaling tobacco or other hazardous substances. This is not an all-inclusive list.
2. “Smoking cessation” is the process of discontinuing the practice of smoking as defined above.
3. “Tobacco products” includes, but is not limited to, cigarettes, cigars, snuff, chewing tobacco, or loose tobacco,
4. “Tobacco products cessation” is the process of discontinuing the use of tobacco products.

What This Policy Prohibits:

1. This policy prohibits employees, without exception, from smoking, or from using tobacco products of any kind, during working hours (except during unpaid lunch break, away from Owensboro Health’s premises and outside its company vehicles).
2. The “Professional Appearance” policy prohibits employees from reporting to work with residual tobacco or smoking odors on or about their persons or clothing.
3. Employees may not display smoking materials or tobacco products of any kind while on Owensboro Health’s premises, including parking areas.
4. This policy further prohibits all patients, vendors, visitors, or anyone who is on Owensboro Health’s premises for any reason, from smoking or using tobacco products while on Owensboro Health’s premises, or in Owensboro Health’s company vehicles at any time.

Implementation:

1. Employees, physicians, and allied health practitioners, patients, students, volunteers, associates, contractors, vendors, sales representatives and all other visitors will be informed of this policy through means such as on-line policy access, orientation and training, visible interior and exterior signage, admissions and pre-admissions packet, patient/visitor guide, etc.
2. Materials promoting a healthy and smoke-free/tobacco free environment and lifestyle will be made available for all, including the general community.
3. Leadership, including directors, managers, and supervisors must actively implement and support this policy.
4. All employees are empowered to inform patients, visitors and fellow employees of this policy’s purposes and requirements. Employees should be tactful and courteous in doing so, and are not to enter into any confrontation that may compromise anyone’s safety. Law enforcement is to be called, if necessary, to eject anyone who refuses to comply with this policy after being asked.

Addressing Smoking Cessation with Patients:

1. All patients will receive a tobacco use assessment upon admission.
2. Registration and scheduling personnel must clearly communicate this policy to patients. Nurses will review the policy a second time with patients upon admission and offer to answer any questions pertaining to it.
3. A patient will not be allowed to leave the hospital to smoke or use tobacco products. Hospital staff and physicians providing direct care to patients have the responsibility to enforce the policy.
4. Hospital staff, in collaboration with attending physicians, will offer options to address patient nicotine cravings through the Nicotine Replacement Therapy Protocol.

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5. Staff will exhaust all smoking cessation or tobacco product cessation efforts with patients and will continue to offer assistance to patients who noticeably struggle from nicotine withdrawal.
6. Nurses providing direct care for patients will notify the attending physician immediately if the patient threatens to leave or does leave against medical advice after the nurses implement proactive measures 1 through 5 in this section.
7. Physicians may not write clinical orders allowing patients to smoke or use tobacco products while in the hospital. Physicians should support this policy by ordering the Nicotine Replacement Therapy Protocol.
8. If a patient is found leaving the hospital to smoke or use tobacco products, the nurse caring for the patient will remind the patient of this policy. If the patient persists, refer to steps 5 and 6.
9. Patients' medical records should document all steps taken to comply with this policy, including but not limited to offering smoking cessation or tobacco cessation aids, or referrals to supportive counseling.
10. Any complaint relating to this policy or on behalf of patients will be dealt with according to policy "Patient Complaints-Grievance, 100-005".

Addressing Smoking Cessation with Visitors:

1. Resources for smoking and tobacco cessation will be made available upon request.
2. All employees are empowered to courteously and tactfully inform visitors of this policy; however, they are not to become confrontational or do anything that would compromise anyone's safety.
3. Visitors who violate this policy should be reminded of the policy asked to comply, and offered information about options for smoking and/or tobacco cessation.
4. Owensboro Health's security staff will ask visitors who refuse to discontinue smoking or using tobacco while on Owensboro Health property to leave the premises.
5. As noted previously, those seeking to enforce this policy should not do anything to compromise their own or anyone else's safety.

Addressing Smoking Cessation with Employees:

1. New employees will be educated about this policy during New Hire.
2. Smoking/tobacco cessation resources will be made available to employees or applicants upon request.
3. Smoking and tobacco cessation classes will be provided free of charge to all Owensboro Health employees.
4. All managers, supervisors and security shall monitor and address compliance with this policy, and promptly take and document appropriate disciplinary steps with employees who fail to comply.
5. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

References: TJC Environment of Care 02.01.03 EP 1, 4
TJC Leadership 04.01.05 EP 4
Professional Appearance Policy HR 17
Disciplinary Action Policy HR 16
Patient Complaints-Grievance, 100-005