

NORTHEAST REHABILITATION HOSPITAL NETWORK
POLICIES AND PROCEDURES MANUAL
HOSPITAL-WIDE POLICY

SECTION: HW.ADM

SUBJECT: Tobacco Free Hospital and Grounds

EFFECTIVE DATE: 5/97

REVIEWED: Annually

REVISED DATE: 11/01, 10/03, 1/07, 11/09, 3/14, 9/14, 8/16, 9/16

REPLACES: Smoke-Free Hospital and Grounds, No Smoking/Tobacco Free Hospital and Grounds; Smoke Free Environment

PURPOSE:

Smoking and or use of tobacco products is the single most important preventable cause of premature death and disability in the United States. As a healthcare organization, NRHN is committed to promoting health, wellness, and prevention of diseases within the community. We are also committed to providing a safe, clean and overall healthy environment for our staff, volunteers, patients and visitors.

POLICY:

For fire safety and health reasons, the use of tobacco products is prohibited smoking is prohibited in and on all Northeast Rehabilitation Hospital Network (“NRHN”) locations. This no smoking/tobacco free policy also applies to the use electronic cigarettes. The use of electronic cigarettes is prohibited wherever smoking is prohibited. The use of tobacco products is not permitted in any structure, i.e. main buildings, temporary structures, offices, cafeteria, lounges, company vehicles, as well as personal vehicles on NRHN property. This policy applies to all persons, including employees, visitors, patients, students, vendors, and contractors.

To maintain good relationships with our neighbors, loitering on neighboring property to utilize tobacco products is not permitted.

PROCEDURE:

Enforcement of this policy is the shared responsibility of all NRHN personnel.

1. **EMPLOYEES:** Violation of this policy by employees will result in progressive disciplinary action in accordance with the Discipline Policy. Offensive tobacco odor can be a bother to patients and coworkers, especially for those trying to quit smoking;
 - Employees with offensive tobacco odor in their clothing will be coached by their manager or supervisor. If persistent, the employee will be sent home to change their clothing.
 - No employee is permitted to chew tobacco products of any kind during work hours.
 - Employees are responsible to inform patients and visitors of the smoke-free policy.

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2. NURSING/ADMISSIONS:

- Upon admission, patients will be asked if they currently smoke. Their response will be entered into the interdisciplinary assessment, and they will be reminded/informed about our no smoking/tobacco free hospital and grounds policy.
- For patients being admitted who do smoke, patient educational materials will be provided.

3. PATIENTS: Violation of this policy may result in discharge or transfer.

- Patients will be notified of the no smoking/tobacco free policy prior to or upon arrival.
- Patients who currently smoke will be offered nicotine replacement therapy (patch only) if there is no medical contraindication for treatment. This will require a physician's order.

4. VISITORS/GUESTS: Violation of this policy will result in visitor/guest being informed of the no smoking/tobacco free policy.

- Visitors and others will be notified of the no smoking/tobacco free policy prior to or upon arrival and reminded through the posted signage.
- Violators will be approached with courtesy and diplomacy.

5. OUTPATIENT CLINICS: All outpatient clinics will be smoke free environments.

- No Smoking signs will be posted in conspicuous areas of the center.
- Ultimate responsibility of enforcement will be with the Clinic Manager.
- Staff will be instructed to use a positive approach when observing someone smoking; focusing on the tobacco smoke and not the smoker.
- Any patient or visitor who violates the policy will be asked to stop smoking and the policy will be reviewed with the patient or visitor. Should they continue to violate the policy, notify the Clinic Manager.

6. HUMAN RESOURCES: All applicants for employment will be informed of the no smoking/tobacco free policy.

- The policy will be reviewed during new employee orientation.
- Information on support resources will be made available to employees.
- Employees and managers will be empowered to help facilitate ongoing awareness of this policy.

APPROVALS:

VP Human Resources

CEO