

	DEPARTMENT: Human Resources	REFERENCE #
	TITLE Smoke and Tobacco Free Campus	PAGE 1 OF 4
APPROVED BY: Denise Harding, Human Resources Director		
REGULATORY AGENCY REFERENCES:		
ORIGINATION: 04/12/16, effective 07/01/2016	REVIEWED:	REVISED:

Policy Purpose:

The United States Environmental Protection Agency (EPA) has found secondhand tobacco smoke to be a risk to public health, and has classified secondhand smoke as a group A carcinogen, the most dangerous class of carcinogen; the California Air Resources Board has categorized secondhand smoke as a toxic air contaminant, and the Surgeon General of the United States has concluded that there is no risk-free level of exposure to secondhand tobacco smoke. Tobacco-related diseases kill more Americans each year than alcohol, car accidents, suicide, AIDS, homicide, and illegal drugs combined. People sensitive to secondhand smoke, such as those with certain chronic illnesses, will experience immediate exacerbation of their symptoms when exposed to secondhand smoke, even outdoors.

Plumas District Hospital (PDH) will promote a healthy environment for by maintaining a smoke and tobacco free campus.

Policy:

This policy applies to everyone who enters any property owned or licensed by Plumas District Hospital including off-site locations (such as the medical office located in Greenville). The use of tobacco or marijuana products (cigarettes, cigars, pipes and smokeless tobacco/vaping) is not permitted in the hospital or in any other facility that is a part of PDH's operations. This policy applies to parking lots, roofs, hospital grounds, off-site employee work areas, and privately-owned vehicles when they are being used by employees during paid working hours. This policy is effective July 1, 2016.

Procedure:

PDH will provide information to all individuals concerning its smoke and tobacco free campus through the use of signage and public notices. Appropriate signage will be maintained at all PDH work sites at building exteriors, entryways, and other areas. The hospital's website and other appropriate publications will provide similar information and notice about this policy. Information cards about this policy and available tobacco cessation resources also will be made available to employees, patients and visitors.

Employees:

Employees are prohibited from using smoke or tobacco products on hospital campus. All employees will uphold the fragrance-free policy by remaining free of odor from tobacco products during working hours.

Employees are expected to be respectful of neighbors of PDH during all paid breaks, and may not loiter around homes or other buildings or discard tobacco products at these locations.

Employees may not smoke or use any tobacco products in any PDH-owned vehicle, or any personally-owned vehicle while the vehicle is parked on PDH property or in use for PDH business purposes.

Effective January 1, 2016 PDH added complimentary smoking cessation services and products to its health benefits plan for employees and their dependents who are covered under the plan.

Corrective actions for violations of this policy will be handled by the manager:

First offense: verbal reminder of the policy including re-education of the policy, its enforcement, and available smoking cessation options.

Second offense: verbal warning (documented)

Third offense: written warning

Fourth offense: final written warning with two-day unpaid suspension

Fifth offense: Termination for cause

~~Physicians, contracted healthcare professional (HCPs) and independent contractors:~~

Physicians, contracted HCPs and independent contractors are prohibited from using smoke or tobacco products on hospital campus.

Physicians, contracted HCPs and independent contractors will uphold the fragrance-free policy by remaining free of odor from tobacco products during working hours. These individuals are expected to be respectful of neighbors of PDH during all breaks, and may not loiter around homes or other buildings or discard tobacco products at these locations.

Physicians, contracted HCPs and independent contractors may not smoke or use any tobacco products in any PDH-owned vehicle, or any personally-owned vehicle while the vehicle is parked on PDH property or in use for PDH business purposes.

Contracted HCP assignments may be cancelled for violation of PDH policies including this smoke and tobacco free campus policy.

Independent contractors, physicians and recognized medical affiliates who violate this policy may be subject to collegial intervention or corrective action, as determined by the Medical Staff or Administration, as appropriate.

~~Expectations of employees and physicians:~~

An employee or physician who observes anyone smoking or using tobacco in prohibited areas is encouraged to inform the individual of this policy and ask the individual to cease using tobacco products. The employee or physician may also provide a patient or visitor with an information card explaining the policy, or remind a co-worker of the policy if the person they observe is a co-worker.

~~Applicants for employment:~~

PDH will not base employment decisions on whether an applicant smokes or uses tobacco products. Whenever possible, applicants will be informed of the smoke and tobacco free policy before PDH makes an offer an employment.

~~Patients:~~

To the extent reasonably possible, patients will be notified of this policy upon scheduling appointments and upon admission to PDH.

Inpatients:

Inpatients will not be allowed to smoke on campus. Every effort will be made to support the patients during their tobacco cessation while admitted and may include:

1. Patients requesting the nursing staff to contact the patient's admitting physician to request appropriate tobacco replacement therapy or cessation resources.
2. The nursing staff obtaining an order for a nicotine patch based on the admission assessment and patient goals.
3. The provider choosing to order replacement therapy.

If an inpatient brings tobacco products to the hospital, the staff will have those products sent home with the patient's family.

When there is good reason to believe a patient has smoked or used other tobacco products at the hospital, the patient will be advised of this policy and will be asked not to use tobacco products in the future. If a second tobacco use occurs during the stay the tobacco product will be removed from the room and held until discharge.

~~Visitors, students, volunteers, Board members, contract workers, vendors, job shadows and others:~~

All individuals will be notified of this policy via proper signage and during any orientation they may have to the facility. All individuals on campus of PDH will be asked to comply with the policy.

References:

U.S. Environmental Protection Agency. (2010). *Health Effects of Exposure to Secondhand Smoke*. Retrieved from <http://www.epa.gov/smokefree/healtheffects.html>.

California Air Resources Board. (2009). *Environmental Tobacco Smoke*. Retrieved from <http://www.arb.ca.gov/toxics/ets/ets.htm>.

U.S. Department of Health and Human Services. (2006). *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Coordinating Center for Health Promotion, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health.

American Cancer Society. (2009). *Cigarette Smoking*. Retrieved from http://www.cancer.org/docroot/ped/content/ped_10_2x_cigarette_smoking.asp.

Klepesis, N. E., Ott, W. R., Switzer, P. (2007). Real-Time Measurements of Outdoor Tobacco Smoke Particles. *Journal of the Air and Waste Management Association*, 57, 1-13.