

Goodall Hospital

Administrative Policy Manual	
Date Initiated: June 1992	Developed by: Director of Human Resources Wellness Committee
Reviewed:	Reviewed by: Administrative Directory Team
Revised: 10/98, 9/02, 1/03, 9/05	Approved by: President of the Hospital

POLICY

Goodall Hospital is committed to providing a safe and healthy workplace and to promoting the health and well being of its employees. This policy expresses the Hospital's desire to provide a smoke-free and tobacco-free environment at all Goodall Hospital facilities, whether they are considered on or off campus locations. This policy applies to all Goodall Hospital employees including contractors, volunteers and physicians, as well as to all patients/residents and visitors.

PROCEDURE

Effective Date

This policy will become effective on 9/11/05.

Scope

1. There will be no smoking in or around the Goodall Hospital premises and campus including any other facility that is part of the Goodall Hospital corporation. This also includes company vehicles, entry areas, parking lots, grassed areas, woods, sidewalks, and driveways.
2. When prescribed by a physician, inpatients and residents will have alternative treatments available to them including nicotine patches, gum, inhalers and/or anti anxiety medications.
3. Nicotine patches, gum and other aides are covered by the Hospital's Medical plan. Fresh Start programs are available each month. Healthy Maine Partnerships "Partnership for a Tobacco-Free Maine" is another resource in supporting cessation efforts.
4. The smoking policy will be reviewed with patients as part of the admission process and information will be provided to all active medical staff offices. Appropriate campus signage and information outlining our smoking policy will be available at all facilities.
5. Employees who violate this smoking policy will be subject to disciplinary action up to and including termination of employment per the Employee Conduct and Discipline Policy.

Responsibility and Enforcement

Physicians will be responsible for educating patients about the smoke-free policy before they are admitted to the Hospital.

Managers will be responsible for enforcing the policy with their employees.

All employees, including security, will be responsible for enforcing the policy with visitors.

The Registrars and Emergency Department staff will be responsible for reviewing this policy with all patients at the time of admission or pre-admission to the Hospital.

When alerting or reminding smokers of the Hospital's No Smoking policy, it will be done with understanding, respect, tact and good manners.

Resolving Complaints

Management and staff will be trained in non-confrontational ways and address visitor breaches in a thoughtful and cooperative manner.

Any complaints about employee non-compliance of this policy should be brought to the attention of Hospital Managers/Directors/Supervisors or the Director of Human Resources.

Reference:

Employee Conduct and Discipline