
OPERATIONS MANUAL**TOBACCO USE POLICY**

INSTITUTION: MID COAST HOSPITAL
Supersedes: 12/01 PEC112SFY.S01, 1/05
Date: 7/08
Author: Risk Management
Next Review Date: 4/09
JCAHO Ref: E.C. 1.30

I. POLICY:

It is the policy of Mid Coast Hospital that a tobacco free environment be maintained within the hospital building and that tobacco use outside the building be maintained within the Statements/Guidelines of this document.

II. ELIGIBILITY:

All Mid Coast Hospital Departments, Medical Staff, Patients and Visitors

III. PURPOSE:

To describe in writing how a tobacco free environment will be maintained to reduce risks to patients and others, reduce the risk of fire, and to promote and encourage healthy lifestyles.

IV. STATEMENTS / GUIDELINES:

A. **Patients** are prohibited from using tobacco within Mid Coast Hospital with the exception of the following:

1. Patients are offered nicotine replacement therapy if medically appropriate.
2. Patients are informed of the policy during the Nursing Initial Interview.

B. **Employees:**

1. Employees are prohibited from using tobacco within Mid Coast Hospital.
2. Tobacco use by employees is not permitted on hospital property except within the confines of one's own personal vehicle. Extinguish all smoking materials in the vehicle.
3. At the time of general orientation, new employees are informed of Mid Coast Hospital's current smoking policy. This review is documented on the employee's general orientation checklist and filed in Human Resources as part of the employment record.

- 4. When the tobacco use policy has been revised or changed, each Mid Coast Hospital Department is provided a copy of the policy for posting in their area. Employees are also given information about the accessibility of policies in designated areas of the hospital.
- 5. Employee non-compliance with this policy will be subject to progressive disciplinary action in accordance with Mid Coast Hospital Human Resource Policy.
- 6. Employees are offered a variety of tobacco treatment options through the Employee Health Program.
- 7. Tobacco odors are not allowed at any time.

C. Visitors:

- 1. Visitors are prohibited from smoking within Mid Coast Hospital
- 2. Visitors are informed of the policy and asked to comply while they are on the campus.

D. NO SMOKING signs are maintained in designated areas, in view of patients, visitors and employees.

E. Compliance with the Tobacco Use Policy will be assessed by routine patrol of Buildings & Grounds by Security, Facility Staff and by Staff observations.

V. REFERENCE:

JCAHO, CAMH, 2007, Standard EC. 1.30.

Approved:

Approved:

V.P., Administration & Human Resources **Date**

V.P., Nursing & Patient Care Services **Date**

Approved:

Approved:

Director, Facilities Mgmt. **Date**

Manager, Quality, Risk & Case Management **Date**

Approved:

Approved:

President of Medical Staff **Date**

Date