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APPROVED BY:

CEO/President

Chairman of the Board of Trustees

TOBACCO-FREE POLICY

Rationale

Smoking is the single most preventable cause of death, disease and disability in the United States. The U.S. Surgeon General confirms that exposure to secondhand smoke is a serious health hazard and there is no safe level of exposure. As a health care provider, [organization name] is committed to providing a healthy and safe environment for employees, patients, and visitors and to promote positive, healthy behaviors.

Effective _____ (date), _____ (organization) will maintain a 100% tobacco-free environment. This policy applies to employees, patients, residents, visitors, vendors and anyone who enters _____ (organization) owned property or off-campus employee worksites.

Purpose

As a health care provider, _____ (organization) is committed to providing a healthy and safe environment for employees, patients, staff, and visitors and to promoting positive, healthy behaviors.

With this policy, we hope to:

- Eliminate secondhand smoke so everyone on our grounds can breathe clean air
- To encourage patients and employees to quit tobacco
- Demonstrate our commitment to improve the health of patients, employees and the community
- Increase _____ (organization) involvement in treating nicotine addiction
- Set an example that other organizations and businesses can follow

Definition of Smoking and Tobacco Products

“Smoking” means inhaling, exhaling, burning, or carrying a lighted or heated cigarette, cigar, pipe, hookah, or tobacco or plant product such as marijuana intended for inhalation, or using an electronic nicotine delivery system (such as an electronic cigarettes or vapes), or other smoking device.

“Tobacco product” is defined to include, but not be limited to, any cigarette, cigar, cigarillo, pipe

tobacco, loose tobacco, electronic cigarette, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco in any form, such as iqmik, dip, chew, snuff, or snus, or dissolvable. This policy excludes FDA-approved nicotine replacement therapy for the purpose of tobacco cessation.

Physical Boundaries of the Policy

Please refer to attached map for the boundaries of _____(organization) campus. This policy shall apply to all indoor and outdoor spaces owned or leased by _____(organization), including:

- Parking lots and driveways that are used by _____(organization)
- _____(organization) vehicles
- Vehicles on property that is owned, leased or used by _____(organization)
- Adjoining sidewalks to _____(organization) owned or leased property
- Signs stating the tobacco-free policy will be placed at all entrances to the _____(organization) campus. No ashtrays or other collection receptacles for tobacco trash will be placed on the property.

Sale and Promotion of Tobacco Products

- _____(organization) will not sell or allow to be sold any tobacco products on property grounds.
- _____(organization) prohibits the advertising or promotion of any tobacco product on _____(organization's) property.

Employee Responsibilities

- For purposes of this policy only, “employee” refers to employees, contract employees, physicians, health care workers, volunteers and students.
- All _____(organization) employees must observe and promote compliance with the tobacco-free policy. _____(organization) employees are encouraged and expected to be good neighbors and refrain from using tobacco products on the property of nearby businesses and residences.
- Hourly employees, who leave _____(organization) property for non-work matters, must clock-out upon leaving and clock-in upon returning. Unauthorized breaks are subject to corrective action.
- Employees carpooling to attend training classes or work-related functions paid for by _____(organization) may not smoke (see definitions above) or chew tobacco in the vehicle. This applies for travel where mileage is reimbursed by _____(organization).
- All employees are responsible for ensuring compliance by fellow employees. Employees observing a co-worker violating the policy are requested to courteously remind the employee of the policy and ask that the tobacco product be extinguished or removed.
- Employees are encouraged to make a confidential, “good faith” report to a

supervisor, manager or human resources when they observe an employee violating this policy.

- If the tobacco violation involves a potential threat to health or safety, such as smoking near combustible supplies, flammable liquids, gases or oxygen, management and security staff must be contacted. If the tobacco materials are not extinguished or dispensed of or if the patient/resident repeats the activity, security will remove the tobacco materials from the room until dismissal. You may dial “0” to request security for assistance.
- As outlined in the Dress Code Policy, employees are asked to pay special attention to personal hygiene. This includes not having an odor of smoke when working.
- Employees who violate this policy are subject to disciplinary action, up to and including termination.
- Employees who smoke or use other tobacco products are encouraged to avail themselves of the tobacco cessation programs offered.

Cessation Assistance

- _____ (organization) is committed to assisting employees, volunteers, clients, visitors and vendors in overcoming tobacco dependency.
- _____ (organization) employees have access to tobacco cessation programs and medications (when indicated) as part of their standard medical benefits. In addition, _____ (organization) will communicate the policy to all current and new employees and shall provide ongoing support and resources to employees as part of the policy implementation.
- _____ (organization) volunteers and clients may be referred to Alaska’s Tobacco Quit Line 1-800-QUIT NOW, which is a free tobacco cessation resource. The Quit Line is operated by the Alaska Tobacco Prevention and Control Program.

Visitors

- Informational cards are available for staff to give visitors who are observed smoking or using tobacco on _____ (organization) property. Staff can use the card to inform the visitor of _____ (organization) policy and options to relieve withdrawal symptoms or quit tobacco.
- Staff is encouraged not to confront visitors, but rather to respectfully ask those who refuse to comply to please properly dispose of tobacco products. Should a tobacco-use violation pose a potential safety threat to the property or to another person, employees are asked to contact security.
- Visitors who wish to quit tobacco use are encouraged to contact Alaska’s Tobacco Quit Line 1-800-QUIT NOW. Information to access quitline resources will be posted within the facility. Tobacco cessation products are available for purchase for employees and visitors from the [organization name] pharmacy located _____.

- Employees who encounter a visitor in violation of the tobacco-free policy are encouraged to politely explain the policy to the visitor and ask the person to quit using the tobacco or marijuana product. Visitors who become agitated or unruly or repeatedly refuse to comply when informed of the tobacco-free campus policy may be reported to [name of appropriate department or personnel]. [The identified personnel] will respond to the situation as appropriate, according to their professional judgment and need to maintain a safe environment.

Patients and Residents

- At the time of admission or registration, patients and residents will be given information regarding the tobacco-free policy. Patients will be informed that leaving the campus while admitted will not be allowed. Leaving campus while admitted is classified as leaving “against medical authorization.”
- Patients and residents will not be permitted to use tobacco (see definitions above) or smoke under any circumstances. If an employee observes a patient/resident using tobacco products the employee needs to remind the tobacco-user of the policy and provide an informational card. Patients’ and residents’ tobacco items will be placed in a secure location until dismissal.
- Additional remedies are the responsibility of the management team responsible for the safety and well-being of the patient/resident. Tobacco cessation materials will be given to the patient/resident and their physician may be contacted to request tobacco cessation products.
- If the use of tobacco products continues after the first verbal reminder, management and security may be contacted for additional assistance and to reinforce the policy.

Outside Groups

Outside groups who use [organization name] facilities for meetings will be advised of this policy. Violation of the policy will result in the rescinding of approval for the group to meet on this campus.

Security

Security is available to assist with a patient or resident who is not compliant with *ORGANIZATION*'s tobacco-free policy. If tobacco materials are not extinguished/ discarded or if the patient/resident repeats the activity, security will remove the materials from the room to be stored in a safe place until dismissal.

Contractors and Vendors

All contractors and vendors will be informed of _____ (organization’s) tobacco-free policy as part of the contractual agreement. Vendors who sign-in at shipping and receiving to deliver items will be reminded of the policy. If you observe a contractor or vendor violating this policy you may inform them of _____ (organization’s) policy or contact security.

Sale, Promotion, Exchange, and Barter of Tobacco Products

- _____ (organization) will not sell or allow to be sold any tobacco products on [Organization] property.
- _____ (organization) prohibits the advertising or promotion of any tobacco products on _____ (organization) property.
- _____ (organization) prohibits the exchange and barter of “tobacco products” while on paid work time, including work related travel.
- Senior leadership is responsible for monitoring compliance with this policy.

Questions

This policy will be maintained by [company department/union representative]. Any questions regarding the tobacco-free policy should be directed to [company department, including phone number(s) for handling inquiries].

This Tobacco-Free Policy was last updated [date].