

POLICY TITLE: Smoke/Tobacco Free Workplace (Centura)	
DEPARTMENT: Human Resources	ORIGINATION DATE: 06/21/2012
CATEGORY: Associate Policies	EFFECTIVE DATE: 01/01/2015

SCOPE

This policy applies to all Centura Health owned facilities, practices, entities, and services (“Centura”) and all Centura associates, physicians, contractors, and volunteers.

PURPOSE

To set forth a policy regarding smoking and other tobacco use in order to promote a safe and healthy working and healing environment, by maintaining clean air, reducing fire hazards associated with smoking, and to comply with state and local regulations.

STATEMENT OF POLICY

Centura is committed to promoting a healthy and safe environment for patients, families, visitors, and associates. Recognizing that smoking and tobacco use-related illnesses are preventable, it is our responsibility to take a leadership role to reduce and encourage cessation of smoking and tobacco use. This policy facilitates a healthy environment within and around all Centura owned facilities, entities, work environments, and surrounding areas. It is intended to eliminate the risks of smoke and second-hand smoke and tobacco use which are known to have adverse effects on health while also helping Centura to meet its mission to nurture the health of our communities.

All Centura owned facilities, entities, and campuses are smoke/tobacco-free patient care and workplace environments. As such, associates, volunteers, business associates, patients, visitors, and physician staff are prohibited from smoking or using tobacco products in the facility or anywhere on the owned facility’s/entity’s campus, including parking lots, cars, surrounding sidewalks, and any building owned by Centura. Associates conducting business within a Centura leased location must abide by the leasing guidelines set forth by the leasing agency. All offers of employment are contingent upon a complete and satisfactory drug and health screen that includes prohibiting the use of tobacco products. Centura Health System will not hire tobacco users in our efforts to improve the overall health of our workforce. This practice does not apply to applicants who smoke, in New Mexico, and other states that prohibit discrimination against applicants who smoke. Applicants testing positive for the use of tobacco may be eligible to reapply for job opportunities following 90 days after their last test result.

Regardless of work location, all associates are expected to report to work and remain free of the smell of smoke during their entire work shift. Associates are not permitted to smoke during paid breaks.

The sale of tobacco or tobacco products is prohibited on any Centura property or work area.

PROCEDURE

See Attachment A for suggested “Key Words for Key Moments.”

DEFINITIONS

Tobacco or Tobacco Products: Includes, but is not limited to, the use of pipes, cigars, chewing tobacco, cigarettes or “vaping” with e-cigarettes.

All official Centura Health policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.

REFERENCES AND SOURCES OF EVIDENCE

N/A

POLICY VIOLATION

Any Centura associate who fails to abide by this policy may be subject to disciplinary action, up to and including termination. If the associate(s) refuses to comply with policy, the associate's direct supervisor will be notified. The supervisor, along with Human Resources, will then take the appropriate disciplinary action. Failure by volunteers to comply may be cause for disciplinary action, up to and including inactivation from the volunteer program. If the volunteer(s) refuses to comply, the Volunteer Coordinator or designee will be notified. The Volunteer Coordinator or designee, along with Human Resources, will then take the appropriate action.

REVIEW/APPROVAL SUMMARY

REVIEW/REVISION DATES: <i>(Dates in parentheses include review but no revision)</i>	
APPROVAL BODY(IES): Senior Executive Council	APPROVAL DATE: 11/13/2014

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ATTACHMENT A
SUGGESTED “KEY WORDS FOR KEY MOMENTS”

Outdoor Encounters with Staff, Visitors, Physicians, and Patients

These suggested dialogues are intended to help staff become comfortable discussing the Smoke/Tobacco Free Workplace Policy in a respectful and supportive manner. While enforcement of the policy is everyone’s responsibility, good judgment and discretion should be used for every situation.

If you see a person smoking on a Centura property:

“Excuse me Sir (Ma’am). All Centura property, grounds, and parking areas are smoke free. Would you please extinguish your cigarette? Thank you.”

“Where am I (visitor) allowed to smoke?”

“You must leave Centura property if you wish to smoke.” *(If asked again, you can point out the nearest public property where smoking is allowed. You should also make them aware that nicotine replacement items such as gum and lozenges may be helpful to them.)*

“Where am I (patient) allowed to smoke?”

“I just want to remind you that all Centura facilities are smoke-free institutions inside and outside on all the property. Would you like me to contact your physician about an order for nicotine gum or other replacement therapy while you are in the hospital?”

“Can I smoke in my car?”

“Smoking is not allowed inside or outside your car in tobacco-free zones.”

“Why are you making me leave hospital property?”

“Tobacco use is the leading cause of preventable death and disease. Hundreds of hospitals across the nation and many in Colorado have already eliminated the use of all tobacco products on their campuses in order to protect the health of patients, staff, and visitors. Many patients and visitors with respiratory problems come to this campus and their health is affected by second-hand smoke.”

“What are you going to do if I continue to smoke here?”

“I can only ask that you respect our smoke-free environment and put out your cigarette.” *(Then walk away. You may need to contact an employee’s supervisor if it is an employee or security if it is a visitor.)*

“You cannot tell me that I cannot smoke –it’s not illegal/it’s my right.”

“Centura owned facilities are tobacco-free institutions, both inside all buildings and structures and on our grounds. I am not telling you that you cannot smoke, only that you cannot smoke on our property.”

“I have to have a cigarette! My loved one is very ill or just passed away.”

“I’m very sorry about your loved one. Is there something I can do to help?” *(Provide assistance if requested. Walk away if no help is requested.)*

“I cannot use the nicotine gum (contraindications, don’t like gum).”

“You may want to check to see what other products are available, such as lozenges, etc.”

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Unit Situations with Patients, Families, and Visitors

All Centura clinical staff should review and practice these suggested dialogues when caring for patients/families.

“Where am I (visitor) allowed to smoke?”

“You must leave our property if you wish to smoke.” (If asked again, you can point out the nearest public property where smoking is allowed. You should also make them aware that nicotine replacement items such as gum and lozenges may be helpful to them.)

Staff believes the patient is smoking in the bathroom.

“I just want to remind you that Centura owned facilities are smoke-free institutions inside and outside on all the property. Would you like me to contact your physician about an order for nicotine gum or other replacement therapy while you are in the hospital?”

Suggested Scripts for Schedulers, Registration, Information Desk Staff, and Volunteers

“I’d like to let you know in advance that all Centura owned property is entirely smoke free. Use of tobacco is not permitted on any property, grounds, or parking areas. Physicians will be able to provide nicotine replacement therapy to hospitalized patients. Clinic patients who would like to use nicotine replacement therapy while on campus should plan to bring their own supply. Visitors should plan to use nicotine replacement therapy while on our campus, or leave Centura property to smoke.”

Students, Vendors, Volunteers Who Do Not Comply with Policy

Respond to students, vendors and volunteers in the same manner as staff, patients and visitors through the above responses. If you encounter a volunteer who is violating the policy, report them to the Volunteer Services department.

If you encounter a student who is violating the policy, please contact the education department. They will contact the student’s instructor and address the issue.

Vendors who repeatedly violate the policy or fail to comply when you approach them can be reported to the appropriate facility manager who coordinates the vendors in your area.

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