



## Healthcare Facility WellSpot Tobacco-Free Policy Sample

In order to meet the healthcare facility tobacco policy benchmark criteria, the policy must include these elements:

- Provides rationale for tobacco use policy
- Prohibits tobacco use on (hospital, clinic, or office) premises (all facilities owned, leased, or rented by the organization, including parking lots)
- Does not include designated smoking areas
- Defines tobacco to include all types of smoking and smokeless tobacco products.
- Includes smoking devices (e-cigarettes)
- Requires referrals to tobacco cessation resources
- Requires enforcement for staff violations
- Prohibits tobacco use in (hospital, clinic, or office) vehicles (if applicable)

**You can find a more detailed process for implementing tobacco-free policies in hospital and clinic settings at <http://quitwithusla.org/pages/detail/88/HEAL-Toolkit>**



## Rationale

{ **Healthcare Facility Name** } recognizes the hazards caused by tobacco use on the health of our citizens; we shall implement the following policy to provide a tobacco-free environment for all employees, patients and visitors on the property owned, leased, or operated by { **Healthcare Facility Name** }.

## Policy

It is the policy of { **Healthcare Facility Name** } to provide a tobacco-free workplace and environment, prohibiting the use of all tobacco products and electronic smoking devices on premises owned by the (Hospital, Clinic, or Office), on (Hospital, Clinic, or Office) grounds (leased or owned), outpatient facilities, business entities, vehicles parked on hospital grounds, in parking lots and ramps, sidewalks adjacent to hospital property, and in all (Hospital, Clinic, or Office)-owned vehicles. Staff, physicians, inpatients, hospital-based outpatients, visitors, students, vendors and volunteers are prohibited from using tobacco on all (Hospital, Clinic, or Office) premises.

Staff members are prohibited from trespassing and/or occupying adjacent properties for reasons such as to utilize tobacco products.

The use of tobacco products is prohibited in personal or private vehicles if the vehicle is on (Hospital, Clinic, or Office)-owned property.

Violations of this policy by staff could lead to disciplinary action, up to and including termination from employment.

## Definitions

[In this section define tobacco, smoking, electronic smoking devices, property, and any other definition that would require defining within your policy]

**Tobacco** is defined as: cigarettes, cigars, pipe, pipes or rolling tobacco, tobacco substitutes (e.g. clove cigarettes), chewing or spit tobacco, or any type of electronic smoking device. <sup>1</sup> **Smoking** is defined as: inhaling, exhaling, burning, carrying or possessing any lighted or heated tobacco product, including cigarettes, cigars, pipe tobacco, hookah, and other lighted or heated combustible plant material.\* Smoking also includes the use of *electronic smoking devices*.

\*Please note: this definition goes beyond state law L.A. RS 40:1300.251 et seq; "Louisiana Smoke-free Air Act"

**Electronic Smoking Device** is defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the produce the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-

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<sup>1</sup> Morris, C.W., Pavlik, J., Mumby, S.J., Morris, C.D. (2015). The Dimensions: Tobacco-Free Policy Toolkit. University of Colorado Anschutz Medical Campus, School of Medicine, Behavioral Health and Wellness Program. Available at: <https://www.bhwellness.org/toolkits/Tobacco-Free-Facilities-Toolkit.pdf>

cigarette, e-cigar, e-pipe, e-hookah, vape pen, nicotine inhaler, or under any other product name or descriptor.<sup>2</sup>

### Procedures<sup>3</sup>

*[Outline specific procedures for staff members, physicians, inpatients, and visitors, will follow.] For example, new employees receiving explanation of the new policy, included within job announcements, and any steps of enforcement and compliance you deem necessary.*

1. Staff members, physicians, inpatients, outpatients, visitors, students, vendors, contractors, subcontractors, volunteers and others are prohibited from using all tobacco products, and electronic smoking devices on all **{Healthcare Facility Name}** premises.
2. “Premises” are defined as all **{Healthcare Facility Name}** owned and leased buildings and grounds, parking lots and ramps, organization-owned vehicles, private vehicles on organization property, and sidewalks adjacent to organization-owned property.
3. Signs will be posted at all entrances and displayed in prominent, visible areas regarding use of tobacco products in accordance with this policy.
4. Organization leadership will orient staff members to the tobacco-free policy. Human Resources will also inform employment candidates of this policy during interviews and in new staff orientation. Inpatients will receive information regarding the tobacco-free policy upon admission. Physicians should notify patients prior to their appointment or admission that the organization has a tobacco-free policy.
5. Assistance, via smoking cessation programs, will be provided to individuals who wish to stop smoking.
6. If a visitor or patient adamantly refuses to comply with this policy, organization police/security may be called. Visitors who refuse to comply with this policy may be asked to vacate the premises.
7. Employees who fail to comply with this policy will be subject to corrective action. Verbal counseling, initial written warning, final written warning, suspension, and termination are progressive corrective actions that will be followed if violations continue.
8. Staff members are also expected to help enforce the policy with visitors.

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<sup>2</sup> Americans for Nonsmokers' Rights. (n.d.). Model Ordinance Prohibiting Smoking in All Workplaces and Public Places (100% Smokefree). Americans for Nonsmokers' Rights. Available at: <http://www.no-smoke.org/pdf/modelordinance.pdf>

<sup>3</sup> Quit with Us LA. (2013). Help Empower All of Louisiana (HEAL): Tobacco-Free Policy Development Toolkit-Hospital version. Available at: [http://www.quitwithusla.org/uploads/LPHI\\_QWULA\\_Heal\\_Toolkit\\_12-13\\_WEB-1390420164.pdf](http://www.quitwithusla.org/uploads/LPHI_QWULA_Heal_Toolkit_12-13_WEB-1390420164.pdf)