



TOBACCO FREE POLICY

SCOPE:

This policy applies to patients, visitors, employees, medical staff, volunteers, students and all others associated with Butler Health System.

POLICY:

It is the policy of Butler Health System that smoking and the use of all tobacco products are prohibited on all campus sites and properties owned and/or leased by Butler Health System. This includes all grounds of Butler Memorial Hospital and Butler Health System, parking lots, personal vehicles and other properties. In addition, tobacco products will not be sold within the hospital.

PURPOSE:

The purpose of this policy is to create a safe and healthy environment for Butler Health System's patients, visitors, employees, medical staff, volunteers, students and all others by prohibiting the use of all tobacco products on all Butler Health System's campuses, and sites/properties.

AGE SPECIFIC CONSIDERATIONS

Non-applicable

DEFINITIONS:

Butler Health System (BHS) property - includes any BHS owned or leased buildings/ properties on any BHS campus; includes all grounds and any parking lots that are owned by BHS.

Tobacco products – includes but is not limited to cigarettes, cigars, chewing tobacco, snuff, and pipes.

STIPULATIONS:

- A. Smoking and the use of any tobacco products are not permitted by patients, visitors, employees, medical staff, volunteers, students and all others on any BHS property.
- B. Smoking cessation programs will be offered to employees of BHS to support all people who request help to quit smoking.
- C. Tobacco use will be addressed as appropriate for each individual patient. The attending physician will assess and discuss the need for Nicotine Replacement Therapy (NRT)/Smoking Cessation Therapy with a patient who is a tobacco user. As indicated, the physician will write an order for the appropriate treatment. When a patient is to be admitted for elective surgery or a procedure, the admitting physician should discuss this policy prior to hospitalization.
- D. Smoking is not permitted in vehicles that are parked or being driven on any property owned or leased by BHS.
- E. Employees who use tobacco products during nonworking hours are not to have a recognizable odor of tobacco smoke when on duty. Refer to Personnel, Policy Number 130-1, Personal Appearance and Dress.

RESPONSIBILITIES:

- A. Employees
This policy applies to all employees who work on any BHS property. Employees who consistently violate the tobacco free policy shall be subject to Progressive corrective counseling up to and including discharge, in accordance with the hospital's personnel procedures. Employees should courteously inform fellow employees, physicians, patients and visitors of this policy and request their compliance.
- B. Patients
This policy applies to all patients who visit any BHS property. Upon admission, patients will sign the Patient Consent Form for the Tobacco Free Campus Wide Policy, which will be placed in the patient's file. Patients not complying with the tobacco free policy shall be initially advised by the nursing staff, who will work with the patient's treatment team and attending physician in resolving the problem. Violations of the policy and federal laws regarding indoor smoking must be reported to Security. It will be the decision of Security to contact or notify the Municipal Fire Authority. Consistent

violators will be reported to the Fire Marshall. For the patient's safety, admitted patients are not permitted to leave the hospital to smoke or for any other reason. If a patient insists on leaving the hospital to smoke, the following process will be completed:

1. The attending physician will be notified that the patient insists on leaving the hospital to smoke.
2. An Against Medical Advice Form will be completed.
3. The patient will be discharged AMA (per the physician order). All IVs or other medical devices must be removed.
4. If the patient returns, he or she must be readmitted through Admitting or the Emergency Department.

C. Medical Staff

This policy applies to all medical staff who work on any BHS property.

Physicians who consistently violate the tobacco free policy shall be reported to the Executive Committee for appropriate action in accordance with the Medical Staff Bylaws.

D. Visitors

This policy applies to all visitors of the hospital or any other BHS property. Visitors who are observed violating this tobacco free policy will be initially advised by employees. Resistance to the policy or hostility must be reported to Security. It will be the decision of Security to contact or notify the Municipal Fire Authority.

E. Students, Volunteers and Others

This policy applies to all students, volunteers and others associated with Butler Health System. Resistance to the policy or hostility must be reported to Security. It will be the decision of Security to contact or notify the Municipal Fire Authority.

PROCESSES

An employee who is found using tobacco products on any BHS property will receive a tobacco free policy notification ticket as part of the progressive corrective counseling process. Each offense will have a written acknowledgment signed by the employee's supervisor or security officer and the violator:

- A. First Offense – Counseling session with manager. Provide employee with Cessation Class information.
- B. Second Offense – Written Counseling Report – Encourage employee to enroll in Cessation Class.
- C. Third Offense - Written Counseling Report – Encourage employee to enroll in Cessation Class.
- D. Fourth Offense – Suspension without pay – This step is appropriate for Repeated violations, following verbal and written warnings.
- E. Fifth Offense – Suspension Pending Discharge – This is the most severe disciplinary action taken after the above actions have been executed.

NOTIFICATION OF THE TOBACCO FREE POLICY

This tobacco free policy shall be made known to BHS personnel, medical staff, patients and the public through any means deemed appropriate by the Chief Executive Officer or his designee.