

UMHHC Policy 05-03-001 Smoking

Issued: 1/87; Last Reviewed: 1/01 Last Revised: 10/01

I. POLICY STATEMENT

The University of Michigan Hospitals and Health Centers (UMHHC) is committed to the promotion of health, which includes prevention as well as treatment of diseases. Smoking related illnesses (including those related to environmental tobacco smoke) comprise the largest proportion of preventable diseases. Additionally, the danger of fire associated with smoking inside hospital facilities poses a threat to patients, visitors and staff. For these reasons, UMHHC prohibits smoking in UMHHC buildings and on UMHHC grounds, parking lots and ramps. UMHHC is committed to offering positive and helpful intervention strategies and treatment resources in addressing this issue.

II. POLICY/PROCEDURE PURPOSE

The purpose of this policy is to establish the uniform prohibition of smoking in UMHHC buildings. There are no exceptions to the non-smoking policy within any UMHHC building. This policy also establishes prohibition of smoking on UMHHC grounds within the boundaries as indicated on the attached map, parking lots (except inside of personal vehicles), and ramps.

III. DEFINITIONS

Smoking - a lighted cigar, cigarette, pipe, or other lighted smoking device carried by a person.
Staff - for the purpose of this policy, all University of Michigan employees while in UMHHC facilities (leased or owned) or on the grounds of those facilities.

IV. POLICY STANDARDS

- A. Smoking in UMHHC buildings and on UMHHC grounds, parking lots (except inside of personal vehicles) and ramps is prohibited.
- B. Signage to this effect shall be erected and maintained at all public entrances to all UMHHC owned facilities.
- C. This policy applies to all persons, including staff, faculty, students, patients, visitors, contractors, subcontractors, and others in UMHHC buildings and on UMHHC grounds, parking lots (except inside of personal vehicles) and ramps.
- D. Staff are to courteously inform any person(s) violating the UMHHC non-smoking policy of the policy. It is the responsibility of all staff to see that the policy is followed.
- E. Continued smoking violation by a person, in disregard of staff communication as per Standard shall be reported by staff as follows:
 - staff - reported to appropriate supervisor
 - Outpatient - reported to UMHHC Security Services.
 - Inpatients- Inpatients who violate smoking policy within the hospital facility will be subject to the procedures and actions outlined in section V.
 - visitor/other - reported to UMHHC Security Services
- F. If a staff member who has been informed of these smoking policy standards does not comply, he/she shall be subject to disciplinary action up to and including discharge.

V. PROCEDURE ACTIONS

The following procedure actions will be taken in response to inpatients smoking within the University, Mott and Women’s Hospital facility. This revision of the policy clearly defines the responsibility of each discipline in relationship to our zero tolerance policy.

First Smoking Violation: Proceed as a third violation if oxygen is involved.

<u>Position Responsible</u>	<u>Action</u>
Unit Charge Nurse	Notifies Security Informs the Attending Physician If needed, arranges for escort to take patient outside UMHS smoke free boundaries to smoke, if staffing permits and if medically appropriate. Cigarettes can be removed and extinguished. Documents all actions.
Attending Physician	Visits with patient to advise and warn of possible discharge if violations continue. Documents actions in the patient’s chart
Security	Visits patient Notifies the Tobacco Consultation Service. Cigarettes may be removed, room may be searched, and visitors may be restricted if contributing to the problem.
Tobacco Consultation Service	Visits the patient, offering a bedside consultation for smoking cessation, smoking urge management and/or nicotine replacement. Discusses smoke free policy and boundaries, reiterates potential consequences of smoking in the facility. Documents actions in the patient chart.

Second Smoking Violation

<u>Position Responsible</u>	<u>Action</u>
Unit Charge Nurse	Notifies Security. Notifies Attending Physician.
Security	Visits patient: room may be searched, tobacco may be removed, and visitors may be restricted if contributing to problem. Notifies Tobacco Consultation Service. Notifies the Office of Clinical affairs.
<u>Position Responsible</u>	<u>Action</u>
The Attending Physician	Confers with Risk Management re: the potential for imminent administrative discharge. Visit with patient, inform of potential for immediate discharge. Documents actions in the patient chart.
The Office of Clinical Affairs	Follow-up with Physician to ensure that action was taken. Confers with Risk Management

Third Smoking Violation

<u>Position Responsible</u>	<u>Action</u>
Unit Charge Nurse	Notifies Security. Notifies Attending Physician.
Security Supervisor Security Staff	Notifies Office of Clinical Affairs. Notifies Tobacco Consultation Service. Conducts room search, removes cigarettes, restricts visitors.
Attending Physician	Determines administrative discharge in consultation with Risk Management and The Office of Clinical Affairs. Documents actions in the patient chart.
The Office of Clinical Affairs	If no action has been taken by the physician to contact Risk management, the OCA contacts Risk management.

Emergency Safety Interventions for Weekends and Off Shifts.

Applies to situations where oxygen is involved or where a quicker response is warranted, e.g. patient attitude of non-compliance, history of prior's, psychiatric diagnosis inappropriate for setting.

Position Responsible	Action
Charge Nurse	<p>Notifies Security</p> <p>Notifies Attending Physician</p>
Security Supervisor	<p>Visits with patient, searches room, removes cigarettes, restricts visitors</p> <p>Notifies the Office of Clinical Affairs</p> <p>Notifies Tobacco Consultation via pager 1105</p>
Attending Physician	<p>Visits with patient to inform of impending discharge.</p> <p>Offers Nicotine Replacement Therapy if appropriate to situation and pt.'s condition.</p> <p>Consults with Risk Management, OCA and begins discharge process.</p> <p>Documents actions in patient chart.</p>
Office of Clinical Affairs	<p>Follows up with Risk management and Attending physician to ensure that actions are initiated.</p>


VI. EXHIBIT

Exhibit A: [UM Medical Campus Smoke-Free Areas](#)

VII. REFERENCES

Health Care Facilities Fire Safety Rules, 1979, Rule 431.
 Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Accreditation Manual for Hospitals (AMH), 1997 Standard EC.5.
 Michigan Public Health Code, Act 368 of 1978, as amended.
 University of Michigan Standard Practice Guide 601.4, "Smoking in University Facilities."
 Author: Linda Thomas, MS, LLP, Tobacco Consultation Service
 Issued: January, 1987; Revised April 21, 1994; September 11, 1998; October 13, 1998; November 17, 1998; February 11, 1999, October 23, 2001

Approved by: Executive Committee on Clinical Affairs, October 23, 2001; UMHHC Senior Management Team, October 28, 2001; Executive Director, UMHHC, October 25, 2001.

 Spectrum Health United Memorial
POLICY *.*

Original Effective Date: August 23, 1995
Revised/Reviewed Date: December 6, 1999
 June 7, 2001
 July 1, 2004
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TITLE: Tobacco Free Environment

PURPOSE: In response to tobacco being the leading cause of preventable death in the nation, Spectrum Health United Memorial is implementing a tobacco-free environment, both indoors and outdoors. Spectrum Health United Memorial is committed to offering helpful smoking cessation and treatment resources. It is the policy of Spectrum Health United Memorial to protect the health and safety of our staff, students, physicians, volunteers, visitors, patients, contractors, and other guests. Spectrum Health United Memorial recognizes the health hazards of tobacco use, and as a leader in health care, strongly discourages the use of any and all tobacco products.

RESPONSIBILITY/SCOPE: Responsibility: This policy shall apply to all staff, students, physicians, volunteers, visitors, patients, contractors and other guests,

Scope: Tobacco use in Spectrum Health United Memorial **owned and leased buildings** and on the **grounds** of Spectrum Health Hospitals, **parking lots, and ramps** (including inside personal and Spectrum Health United Memorial vehicles) is prohibited. No one will be permitted to use tobacco-related products within sixty-six (66) feet of any Spectrum Health United Memorial property line and every attempt will be made to enforce the policy.

BACKGROUND: Eliminating tobacco use from hospital campuses is a national trend that provides a healthier environment for everyone who visits the campus. This means all patients, visitors and staff members will not encounter second-hand smoke while visiting Spectrum Health United Memorial property. Spectrum Health hospitals are the first in the nation to jointly plan and implement tobacco-free environment policies. We believe this effort:

- Creates a healthier environment for everyone who visits our campuses by eliminating second-hand smoke.
- Demonstrates our commitment to improve the health of the community.
- Increases hospital involvement in treating nicotine addiction.
- Sets an example we hope other organizations and businesses will follow

DEFINITIONS: Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, and pipe smoking .

The term staff encompasses all Spectrum Health United Memorial employees in Spectrum Health United Memorial owned and leased buildings.

Ambulatory Service Locations

This policy pertains to all owned and leased ambulatory locations. The definition of Spectrum Health United Memorial leased properties include the space that is rented by the organization. An example of a leased space is an office. Due to the lease agreements at leased locations, Spectrum Health United Memorial employees cannot ask other tenants and visitors to stop smoking or using tobacco products on the property.



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Legal Rights

Employers have a legal right to reduce or eliminate smoking and the use of tobacco products on their property. People who smoke do not have the right to violate the employer's Tobacco-Free Environment policy.

Related Policy

The corrective action for the "failure to follow policy and procedure" is described in the Human Resources Policy: HR 360. Refer to the human resource policy for more detailed information or contact a Human Resources Generalist for assistance.

REFERENCES:

Referenced Policies and Physician Order Set

- Administrative Policy: Tobacco-Free Environment
- Clinical Policy: Tobacco-Free Environment: Caring for the Patient in a Tobacco-Free Health Care Organization
- Human Resources Policy: Hours Worked, Recording and Record Keeping HR 465
- Human Resources Policy: Corrective Action HR 360

Nicotine Gum and Smoking Cessation Support

Nicotine Gum

Nicotine gum will be available at no cost for staff members, families and visitors at the Lobby Information desks and the Emergency Department Registration areas. This aid will allow family members to remain close to their loved one without leaving the campus to use tobacco products. Patients must have a physician order for nicotine gum and must receive it through the usual medication delivery process. Staff members and visitors are encouraged to use the gum rather than leave hospital property to use tobacco products. Nicotine gum can be obtained by approaching the desk where the nicotine gum is provided, asking for the nicotine gum, and signing the Nicotine Gum Instructions for Use / Release from Liability Form. The form discloses nicotine gum warnings, clarifies the proof of age (person must be age 18 or older), and protects Spectrum Health United Memorial from being liable by providing nicotine gum. Visitors must sign the Nicotine Gum Instructions for Use / Release from Liability Form every time they request a piece of nicotine gum.

Staff providing the nicotine gum must keep it in a secure location and require the completion of the Nicotine Gum Instructions for Use / Release from Liability.



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Smoking Cessation Support

A Smoke-Free Information Card and a Smoking Cessation and Support Information Card are available to distribute to patients, visitors, and staff. These cards explain the policy and provide information and phone numbers for free smoking cessation support.

AUTHORS: Executive Director of United Lifestyles

REVIEWED BY: TLC

APPROVED BY: CEO

Administrative Policy

Applicable Company(ies): ALL

CATEGORY: ENVIRONMENT OF CARE

POLICY NUMBER: EC.112

EFFECTIVE DATE: JAN. 1, 1993

REVISION DATE: AUGUST 16, 2000

SMOKE-FREE ENVIRONMENT

PURPOSE:

To establish and support the uniform prohibition of smoking at Northern Michigan Regional Health System (NMRHS) designated sites.

Smoking is a major cause of preventable disease and death. NMRHS is committed to promoting health, wellness, prevention and the treatment of diseases within the community as well as to provide a safe, clean and healthy environment. NMRHS serves as a model for our community in the area of promoting the good health of our staff and influencing public attitudes about smoking. Therefore, it is NMRHS's position to provide a total smoke-free work environment and to conduct programs designed to assist employees in adhering to this commitment.

POLICY:

It is the policy of NMRHS to provide a smoke-free workplace and environment, prohibiting smoking in its facilities or on its adjacent grounds. Employees are prohibited from smoking on and in all NMRHS designated sites, owned and leased properties, buildings and company owned vehicles.

This policy complies with the Michigan Department of Public Health code, Michigan Clean Indoor Air Act of 1986 and Public Act 315, whose purpose's are to protect and promote public health by reducing involuntary exposure to tobacco smoke in public places. In addition, this policy is in compliance with regulations and directives of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.

Violation of this policy could lead to suspension pending discharge.

PROCEDURE:

1. Employees are prohibited from smoking on and in all NMRHS designated sites, owned and leased properties, buildings, vehicles and adjacent grounds.
2. Designated sites are: Northern Michigan Hospital's Little Traverse and Lockwood-MacDonald campuses, the NMH Foundation and Dean C. Burns Community Health Education Center building, the Benjamin B. Blum Hospitality House, and Hospice of Little Traverse Bay. Future NMRHS care sites or companies may be added at later dates.
3. Signs will be posted at each facility's entrances and displayed in prominent, visible areas thanking employees for not smoking in accordance with this policy.
4. The NMRHS leadership team will orient employees to the NMRHS no-smoking policy. Employee Services will also inform employment candidates of the no-smoking policy during the hiring interview and new employee orientation processes.
5. Assistance via smoking cessation programs will be provided to staff who wish to stop smoking.
6. Smoking materials will not be sold or dispensed within the NMRHS.
7. All NMRHS employees and leadership staff are required to observe and promote compliance with the no-smoking policy.
 - a. Leaders and staff alike are responsible for ensuring compliance by fellow employees. Employees observing a co-worker violating the no-smoking policy are requested to courteously remind the employee of the no-smoking policy and suggest smoking materials be extinguished.
 - b. In the event the smoking violation involves a potential threat to health or safety (smoking where combustible supplies, flammable liquids, gases or oxygen are used or stored) the Security Department staff may be called for additional support.
 - c. Employees are expected to inform any member of the NMRHS leadership team when they witness another employee violating this policy. The smoking violator's immediate manager will then be notified and will follow up as appropriate.

- d. Noncompliance with this policy will be documented as an Environmental Hazard on an occurrence report.
- 8. Employees who smoke in prohibited areas will be subject to the disciplinary process with action up to and including termination of employment.
 - a. The first and second violations will result in a citation being handed to the employee by security with a copy sent to the department manager and Employee Services to be placed in the employee's personnel file. The first two violations will result in two steps in the disciplinary process (at least first and second warning) for that individual by his/her manager.
 - b. The third violation will result in a citation and a copy of the violation sent to the Department Manager and Employee Services for immediate follow up which will result in suspension pending discharge.
 - c. Suspension and/or immediate termination may be recommended for the first smoking violation in areas where combustible supplies, flammable liquids, gases or oxygen are used or stored.
- 9. Employees may smoke in their own vehicles.
- 10. Any questions regarding this policy should be addressed to the Employee Services Department.

APPROVED BY _____