

Policy Title: Smoke Free Policy	Policy Number: NATL.NFS.001
Owner Department: National Facility Services	Effective Date: July 1, 2008
Custodian: Dir. Compliance Strategy & Operations	Page: 1 of 3

1.0 Policy Statement

The health hazards of smoking have been recognized by Kaiser Permanente (KP). As a leader in healthcare, Kaiser Permanente has an obligation to its members, employees and to the public to assert strongly the demonstrable risks of smoking. To that end, this policy prohibits smoking at all KP facilities, interior and exterior, throughout each campus.

2.0 Purpose

This policy is intended to reduce the associated risks of smoking to patients, staff, and visitors, as well as reduce the risk of fire.

3.0 Scope/Coverage

3.1 This policy applies to all employees who are employed by the following entities (collectively referred to as "Kaiser Permanente"):

3.1.1 Kaiser Foundation Health Plan, Inc. and Kaiser Foundation Hospitals (together KFHP/H);

3.1.2 KFHP/H's subsidiaries;

3.1.3 The Permanente Medical Group (TPMG) [NOTE: This policy does not apply to physicians, podiatrists or Vice Presidents of TPMG, who are covered by separate TPMG policies]; and

3.1.4 Southern California Permanente Medical Group (SCPMG) [NOTE: This policy does not apply to physicians of SCPMG].

3.2 It applies to all KP-owned buildings or leased space, grounds, parking lots, ramps, plazas, vehicles, underground passages, and campus sidewalks.

4.0 Definitions

4.1 Smoking: The carrying or holding of any lighted pipe, cigar, or cigarette of any kind or any lighted smoking equipment or the lighting, inhaling or exhaling of smoke from a pipe, cigar, or cigarette of any kind.

5.0 Provisions

5.1 Smoking is prohibited in or on all KP-owned buildings or leased space, grounds, parking lots, ramps, plazas, vehicles (including personal vehicles), underground passages, and sidewalks, unless there is a government mandated regulatory exception. Adjacent public thoroughfares and sidewalks not owned by KP are subject to local jurisdiction, such as regulations governing smoking proximate to building entrances, exits, ventilation intakes, and open windows. Facility Managers may request landlords to accommodate the terms of this policy as it might apply to common areas shared with non-KP entities in leased buildings.

5.2 The Facility Manager is responsible for posting appropriate signage in and around each building. The Facility Manager will also review leased spaces shared with non-KP organizations to coordinate signage as applicable. Regional departments such as the Office of Environmental Health & Safety or Facilities Design and Construction may be designated to assist departments in removing or re-purposing any previously designated on-campus smoking areas/structures to ensure that they comply with this policy.



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5.3 Patients and visitors will be notified of the policy prior to arrival whenever possible. In addition, "No Smoking" signs will be placed at all the entrances to Kaiser Permanente and in all visitor/patient areas. Security staff may be assigned to approach visitors smoking on the campus to remind them of the policy. Patients and visitors unwilling to comply, or repeatedly in non-compliance, will be reported to management or member services as appropriate.

5.4 Security staff and/or designated management may be directed to approach employees smoking on the campus to remind them of the policy and, only if the smoker refuses to comply, complete an incident report for supervisory follow-up.

5.5 Staff Responsibilities

5.5.1 All employees are authorized and encouraged to communicate this policy with courtesy and diplomacy, especially with regard to patients and visitors.

5.5.2 Employees smoking on a Kaiser Permanente campus are in violation of the Smoke Free policy and subject to corrective measures in accordance with the applicable KP policies (i.e., corrective/disciplinary action).

5.5.3 Employees will be educated on the Smoke Free Policy and will be encouraged to attend smoking cessation treatment programs and services, as applicable.

5.6 Management Responsibilities

5.6.1 It is the responsibility of each supervisor, manager, department head, director, administrator, etc., to enforce the provisions of this policy in their areas of respective accountability.

5.6.2 Job applicants and new hires will be informed of this policy.

5.6.3 Additional rest periods for the purpose of smoking will not be provided.

5.6.4 Supervisors are encouraged to discuss with their staff the importance of adhering to this policy in order to maintain patient, staff, and visitors' health and safety.

5.7 Compliance

Employees who do not comply with this policy will be subject to appropriate counseling and/or corrective/disciplinary action.

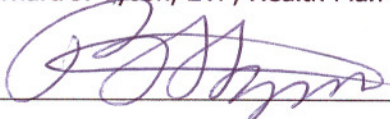
6.0 References/Appendices

N/A

7.0 Signature Line(s)

This policy was approved by the following representatives of Kaiser Foundation Health Plan, Inc. Kaiser Foundation Hospitals and their subsidiaries.

NLT Member: Bernard J. Tyson, EVP, Health Plan and Hospital Operations

Signature:  Date: 3/21/08



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Revision History

Original Approval Date:	Revision Approved Date:
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