

TO: All Departments

RE: Smoking Policy

In order to provide a healthier environment for our patients, staff members, employees and visitors, and because of the residual effects of tobacco use, and the difficulties designating smoking-permitted areas, the Cheshire Medical Center Dartmouth-Hitchcock-Keene prohibits the use of tobacco products (e.g., smoking cigarettes, pipes, or cigars, snuff, or chewing tobacco) anywhere on CMC/DHK property or on the property of satellite offices.

A. General

1. No tobacco use is allowed anywhere inside any CMC/DHK owned or operated office, building, structure or facility, or motor vehicle at any time.
2. No tobacco use is allowed anywhere on the grounds of, or adjacent to any CMC/DHK owned or operated office, building, structure or facility, including, but not limited to: entry areas, parking lots (whether in vehicle or not), grassed areas, woods, sidewalks, or driveways.
3. This policy applies to all persons including employees, visitors, patients, physicians and their staffs and anyone else coming to any CMC/DHK facility, for any purpose.

B. Enforcement

1. Signs indicating that CMC/DHK is a “tobacco-free campus” will be posted throughout all hospital buildings, in hospital vehicles and throughout the grounds of the hospital campus.
2. Hospital employees who notice violations should, to the extent they are comfortable doing so, make the person aware of the hospital policy. Otherwise, employees should report violations to CMC/DHK Managers/Directors, House Coordinators and the Senior Management Team to oversee enforcement.
3. When alerting or reminding others of the hospital’s policy, understanding, respect, tact, and good manners are always to be stressed.
4. The degree of enforcement is determined by the problem intensity, duration, and possible repetitiveness of violations.
5. Consequences for violations of this policy shall include:
 - a. Employees/Staff
Violation of this policy by any employee or staff member of CMC/DHK may lead to disciplinary actions per the Disciplinary Policy.
 - b. Patients

- i. During registration and/or pre-registration, the patient and family members, as applicable, will be made aware or reminded of the policy, prior to the patient's admission. Hospital medical staff is also encouraged to discuss this policy with their patients prior to scheduling inpatient/observation stay.
 - ii. Employees or staff members who deal with patients who are using tobacco shall:
 - Inform the patient that s/he cannot smoke on hospital grounds or remind him/her about the policy and health reasons for implementing the policy;
 - When appropriate, with approval of attending physician, offer the patient an alternative to tobacco (e.g., chewing gum or hard candy)
 - When there are repeat violations with the same patient, inform the physician and request assistance.
- c. Visitors and Vendors:
- i. Employees who observe visitors/vendor who are using tobacco products on Hospital grounds shall, depending on the circumstances, respond as follows:
 - Request that the visitor/vendor not smoke
 - Remind him/her about the policy and health reasons for implementing the policy
 - When appropriate, ask the person to extinguish the cigarette, cigar, or when appropriate, if the person continues to smoke, alert a nearby manager or security to the problem.
 - ii. Visitors/vendors who persist or continue to violate this policy may be asked to leave, and under extreme circumstances, be barred from CMC/DHK grounds.
- d. Questions About this Policy
- i. Any questions about his policy or its enforcement should be directed to Senior Management.

CMC/DHK has a full time tobacco cessation counselor to assist any patient, employee or visitor who is interested in help with tobacco cessation. There are also cessation classes held on site throughout the year. Prospective employees are informed of the smoking policy prior to being hired at the Medical Center.

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