

**SETON HEALTH
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL**

Policy Number:

Title: Smoking/Tobacco Free Environment Policy

Distribution: All department and Off Site Clinics

References: 2006 JCAHO Standards, and Article 13-E-(1399-N-1399-X) New York State Public Health Law, Regulation of Smoking in Certain Public Areas

Purpose: Tobacco use and secondhand smoke is the leading cause of preventable death in the nation and is incompatible with good health. Smoking behaviors also pose increased fire hazard risks. As a leader in health care, Seton Health is committed to provide a healthy and safe environment for associates, visitors and patients and to promote health and well being to those in our community. Seton Health has implemented a tobacco free policy that prohibits the use of tobacco products on hospital grounds and off-sites, owned and/or leased by Seton Health. Tobacco products include, but are not limited to, cigarettes, cigars, chewing tobacco, and pipe smoking.

Policy: Tobacco use on Seton Health owned and leased buildings, including the grounds of St. Mary's Hospital, parking lots, and off-site clinics are prohibited. Leased properties include the space that is rented by the organization. This policy prohibits tobacco use on the Seton Health grounds.

Procedure: This policy applies to all persons, including staff, physicians, faculty, students, patients, visitors, contractors, subcontractors, and others on Seton Health buildings and grounds, and parking lots.

Procedure for Inpatients:

It will be determined during the initial nursing assessment if the patient uses tobacco and if so, the Tobacco Free Environment policy will be explained to the patient, documented and a report generated to the smoking cessation department. A counselor will visit all patients identified as a tobacco user and provide brief counseling and self help materials. Patients will be assessed for level of discomfort regarding nicotine withdrawal and counselor will recommend NRT when appropriate and with physician approval, provided to the patient by nursing staff.

Patients who refuse to comply with the Hospital's tobacco free environment policy should be counseled by the nurse or physician responsible for the patient's care. If after counseling the patient continues to be non-compliant, they may face potential discharge since they are creating a safety hazard for other persons.

Procedure for Associates:

- All applicants for employment at Seton Health will be informed of the Tobacco Free Environment policy. The policy will be reviewed at New Associate Orientation.
- All associates will be offered free cessation counseling services
- Any associate who refuses to comply with the Hospital's Tobacco Free Environment policy should be reported to his/her supervisor for follow-up action.
- Associates in violation of the Tobacco Free Environment policy are subject to corrective action as indicated in the Disciplinary Policy #203 in the Policy Manual. At the outset and on an ongoing basis, every effort will be made to assist associates with resource information, their understanding of this policy, and opportunities for Nicotine Dependence Treatment programs and services. Persistent or blatant noncompliance will warrant escalating disciplinary action.

Procedure for Visitors and Contractors:

- Patients, visitors, and contractors will be notified of the policy prior to arrival whenever possible. In addition, no smoking signs are placed at all the entrances to Seton Health and in all visitor/patient areas.
- It is the responsibility of all staff to see that the policy is followed. Therefore, all associates are authorized and encouraged to communicate this policy with courtesy and diplomacy, especially with regard to patients and visitors.

Effective Date: 1/1/2007

Approvals

Gino J. Pazzaglini, FACHE
President/CEO

Richard Rubin, MD
Chief Medical Officer

