

**TITLE:** TOBACCO UTILIZATION**NUMBER:** B-108**Page 1 of 2****ORIGINATOR:** Board of Trustees**POLICY APPLIES TO:** Medical Staff, Entire Institution**AUTHORIZED BY:**

Pres., Board of

Trustees \_\_\_\_\_

VP, Human

Resources \_\_\_\_\_

**REVISION DATE:** January 1, 2007**POLICY REFERENCE:**

Medical Chief of Staff

**EFFECTIVE DATE:** January 1, 2007

## **POLICY**

Cheyenne Regional Medical Center promotes and supports a healthful and clean work environment for employees, visitors, and patients. CRMC's smoking policy is based on common workplace courtesy and the expressed interest of CRMC's publics (patients, employees, medical staff, volunteers, and visitors). Smoking in all areas owned or operated by Cheyenne Regional Medical Center, including remote clinics, services, or centers is prohibited.

## **PROCEDURE**

Smoking on CRMC's campus (public property) and within a 10 foot perimeter is prohibited, according to this policy and Cheyenne city ordinance. All staff and hospital security are responsible for enforcing this policy. Compliance with this policy is monitored. Violations are to be reported to the appropriate supervisor. Disciplinary action will be taken as follows should an employee violate this policy. First offense will be a written warning, the second offense will be a suspension, and the third will be a recommendation for termination.

## **APPLICATION OF POLICY TO CRMC'S PUBLICS**

### **CRMC Staff**

Employees of Cheyenne Regional Medical Center cannot smoke or use tobacco products while on duty, including during break periods. Employees may not leave the premises during break periods, and therefore may not smoke on nearby locations during breaks.. Employees may leave CRMC property for their meal periods (1 meal period per shift) and must clock out and back in should they go off-site.

As referenced in the Professional Appearance policy, employees must be aware of their personal hygiene as they use tobacco products. If necessary, supervisors are authorized to ask employees to change their clothing, bathe/shower or take other hygiene actions to prevent tobacco odors from being shared with patients or other staff. If, in the supervisor's opinion, the odor is too

<b>CHEYENNE REGIONAL MEDICAL CENTER</b>	<b>AREA: BOARD OF TRUSTEES</b>
<b>TITLE:</b> TOBACCO UTILIZATION	
<b>NUMBER:</b> B-108	<b>Page 2 of 2</b>

strong to be addressed through hygienic methods available at work, the supervisor may send the employee home to take whatever action may be necessary to enable the employee to return to work without the odor of tobacco. Employees sent home for this purpose will clock-out when they depart the hospital, and will not be paid for the time away from work.

Employees requesting assistance for the purpose of quitting smoking should contact Occupational Health. Employees may be eligible for CRMC-sponsored assistance for up to two (2) months, dependent upon resources available.

Discipline action may be taken should an employee smoke on hospital property or should an employee leave hospital property to take a break.

**Patients**

Patients cannot smoke in any areas owned or operated by Cheyenne Regional Medical Center. Patients will be informed of this policy at the time of admission. Information about options for smoking cessation, i.e. nicotine patches, nicotine gum, or other interventional resources will be made available to patients and/or visitors.

**Visitors**

Visitors cannot smoke in any areas owned or operated by Cheyenne Regional Medical Center. Visitors will be informed by appropriate signage in the hospital or Security personnel if they smoke on hospital property.

If necessary, smoking cessation resources such as nicotine gum or nicotine patches can be made available to any visitor needing assistance.

**Medical Staff**

Members of the Cheyenne Regional Medical Center cannot smoke in any areas owned or operated by Cheyenne Regional Medical Center. Smoking cessation resources can be obtained by contacting the Occupational Health Department.