

	POLICIES & PROCEDURES	
	JC: EC LAST REVIEW DATE: 2/98, 10/01, 10/04	
TITLE: Tobacco Free Environment	RESPONSIBLE AREA: Safety, Administration	PAGE: 1 of 2
	EFFECTIVE DATE: 11/06	REVISION DATE: 7/97, 11/01, 11/06, 5/07, 11/10, 5/11

(This policy rescinds any previous publication covering the same material)

- A. **Policy:** In keeping with Aultman’s mission to “Lead our Community to Improved Health”, all Aultman buildings, grounds, and campuses are tobacco free. Tobacco use in, on, around, or within view of Aultman Health Foundation owned or leased buildings, grounds, parking lots, sidewalks, private streets, and vehicles is strictly prohibited. This prohibition includes use of tobacco products inside privately-owned vehicles that are parked on or within view of Aultman Health Foundation facilities.
- B. **Purpose:** To outline guidelines for a tobacco free environment. Aultman recognizes the health hazards of tobacco use and the potential fire hazards related to smoking at a healthcare facility.
- C. **Definition:** Tobacco is defined as smoking and smokeless (snuff, chewing tobacco) products and electronic cigarettes.
- D. **Procedure:**
1. This policy applies to: employees, physicians, patients (including children/youth), students, contractors and visitors.
 2. Aultman employees are not permitted to use tobacco at any time during their assigned work hours, including but not limited to break and meal periods, even if not on Aultman premises.
 3. Employees who do not comply with this policy may be subject to disciplinary action according to Human Resource policies and procedures.
 4. It is the responsibility of all Aultman employees and Medical Staff members to follow this policy and to make visitors and patients aware of Aultman’s tobacco free environment.
 5. If an employee, patient, visitor or other person refuses to comply with Aultman’s tobacco free policy, Security should be contacted for further follow up and enforcement.

6. Violations of this policy shall be documented on a variance report.
7. Strategies for increasing compliance with this policy will be:
 - a. Education on Tobacco Cessation for employees, patients and Medical Staff
 - b. Posted Signage
 - c. For patients, obtain an order for alternative pharmacologic assistance
 - d. Security rounds
 - e. Education to promote public, patient, employee and Medical Staff awareness
8. Variance reports and matters regarding compliance with this policy will be reviewed and evaluated by the Safety Subcommittee on a regular basis with recommendations as appropriate.

Source: ORC Chapter 3794, The Joint Commission Standards

Approved by the Board of Trustees: 7/89

Approved by the Medical Staff: 8/89, 9/93, 4/95, 11/01, 11/06, 7/07, 11/10