

Administration
Smoke and Tobacco Free Campus Policy
January 1, 2012

I. POLICY STATEMENT:

Alice Peck Day Health Systems, Corp is committed to providing a safe and healthy environment for our patients, visitors and staff. Consistent with this commitment, APDHS recognizes the adverse health effects of tobacco products, and in particular the health hazards of environmental tobacco smoke. The prohibition of all forms of tobacco on APDHS campus and within 200 feet of the boundaries, which includes all owned and leased property including parking lots, eliminates the exposure to environmental smoke, thereby contributing to a healthier place to deliver patient care, a healthier work environment and healthier patients and staff.

II. PURPOSE:

The goal of this smoke and tobacco free campus policy is to improve the health of the community we serve, prevent illness and reduce risk and cause of disease to other patients, residents, visitors and staff. At the same time, it is intended to raise awareness about the harm caused by tobacco and provide an environment of care that is appropriate to facilitate healthier communities and reduce health care costs associated with tobacco.

III. REFERENCE:

IV. PROCEDURE:

Definitions:

Tobacco Products: Include and are not limited to cigarettes, cigars, chewing tobacco and pipes and any other nicotine delivery devices (nicotine replacement therapy is allowed)

Tobacco free zone: Any property owned or leased by APDHS inclusive of the building, parking lot and any vehicle parked on this property, and grounds within 200 feet of the boundaries.

The use of tobacco products by patients, employees, medical staff, volunteers, and visitors, including independent contractors anywhere in or on the property of Alice Peck Day Memorial Health Systems (which includes APD Memorial Hospital and Harvest Hill) and any satellite facilities is prohibited.

Resources and assistance:

A variety of resources are available to employees, volunteers, medical staff and members of the public who want to quit smoking and/or the use of tobacco products. These include cessation programs, individual counseling on a limited basis and availability of nicotine replacement therapy.

Signage:

Signs will be placed conspicuously throughout the campus and other facilities and maintained by Plant Operations.

Patients:

All documentation that is given to patients (such as appointment letters, admission information, etc) will clearly state APDHS' smoke and tobacco free policy and details regarding access to smoking cessation programs.

All patients (inpatient and outpatient) will be offered advice and support to stop smoking, including access to smoking cessation programs (small group workshops and/or one-on-one counseling sessions) and self-help materials. These may be offered either at APDHS or other Upper Valley hospitals.

A Physician may order nicotine replacement therapy as indicated.

When a patient requests to leave APDHS' campus to smoke the risks and policy must be explained to them. An incident form and an AMA form should be completed in accordance with the hospital policy.

Employees:

Employees will be encouraged to quit smoking and using tobacco products through multiple ways that will be provided by APDHS, such as cessation programs and tobacco replacement therapy.

Employees who chose to continue to smoke or to use tobacco products are not allowed to do so on APDHS campus nor are they given additional time within their work hours to do so. Breaks are limited per the Human Resource break policy noted in the Employee Handbook. Employees who do use an approved break time to smoke must go off campus, and must communicate to their manager or person in charge when they leave and when they return. An Employee must remain on campus during a paid break. Employees are only allowed to leave campus when they have punched out. Employees are not allowed to smoke in their cars on APDHS campus.

Accountability:

Safety is everyone's responsibility at APDHS. Therefore it is expected that all employees will notify any violators of this policy that the use of tobacco products is not permitted at APDHS or its satellite facilities. A non-compliant visitor shall be referred to APDHS security for appropriate action, or plant operations when security is not on site. Appropriate action may include a request to cease the non-compliant activity; or failing to comply with the request, direct the individual to remove himself/herself from the APDHS campus or facility. Department Managers are responsible for ensuring compliance in their respective work areas. Employees who fail to adhere to this policy are to be held accountable by their direct reporting manager and will be subject to APDHS' disciplinary action protocol as noted in the Employee Handbook.

VI. AUTHOR: Brenda Blair, AVP Human Resources
Date: May 5, 2011
Revised:

VII: APPROVED

Harry G. Dorman, III
President & CEO