

STANDARD POLICIES AND PROCEDURES (SPP)
MILLINOCKET REGIONAL HOSPITAL
MILLINOCKET MAINE

DEPARTMENT
Administration

SUBJECT: Tobacco-Free Campus Policy

NUMBER:	DATE ISSUED: 1/1/02	DATES(S) REVISED: 6/04, 1/2012
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APPROVED: (Administration)	APPROVED: (Department Manager)
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Marie Vienneau CEO

[Signature]

FORMULATED BY: Marie Vienneau CEO

REVISED BY: Marie Vienneau CEO

DISTRIBUTION TO: All Employees

PURPOSE: Millinocket Regional Hospital is committed to providing a healthy, productive, cost effective and safe environment for our patients, employees and visitors which supports community wellness.

Because of the health hazards arising from tobacco and exposure to second-hand smoke and third hand smoke residue, our policy is a tobacco free campus, including buildings not located on the main hospital campus. Tobacco products include, cigarettes, cigars, pipes, smokeless tobacco, electronic cigarettes.

POLICY:

Tobacco use is prohibited in all owned or leased buildings, grounds, parking areas and within personal vehicles parked on company property.

Tobacco use is prohibited within company owned or leased vehicles.

Tobacco use is prohibited within personal vehicles when transporting persons on company business.

Tobacco advertisement or promotion is prohibited including all publications and magazines in waiting areas.

Maine law also prohibits smoking medical marijuana in any public place.

*This policy applies to employees, patients/clients, contractors, volunteers and visitors.

PROCEDURE:

This policy will be provided upon request and revised annually or as necessary to meet Maine law requirements.

The Maintenance Department will post adequate signage declaring the Tobacco-Free campus at all entrances and public areas.

Tobacco receptacles will be provided at each entrance to allow disposal of waste to prevent cigarette litter. Please note: These are not ash trays!

Patients will be notified of the policy through printed materials, signage and verbal notice.

Employees, volunteers and medical staff, will be informed of the policy and procedures with written material, and signage. New employees will be informed during HR orientation.

Enforcement:

MRH acknowledges achieving a tobacco-free environment requires strong leadership and support from all employees and the community.

All MRH staff are asked to be aware of the policy and informing staff and visitors of the policy if asked or the opportunity arises. Please instruct visitors to dispose of tobacco products in the containers provided near each entrance.

Policy violation by employees will be handled via the progressive discipline policy as other violations would be handled.

Patients/Visitors:

Staff are asked to inform visitors/patients of the policy if violations are witnessed. Any employee who does not feel comfortable approaching the violators, please contact the supervisor or your manager.

Patients:

Inpatients who demonstrate or state tobacco dependence will be offered intervention by their attending physician and smoking cessation counseling by the Respiratory therapy or nursing staff. Physician order allowing patients to smoke is prohibited.

Employees :

Employees have access to tobacco treatment counseling services through MRH health insurance, the Maine Tobacco Helpline.

The Workplace Wellness Tobacco Treatment Incentive is available to all employees. MRH will reimburse the employee and spouse/partner the cost of their health insurance pharmacy benefit copay for an evidenced nicotine replacement product ordered by their physician for a one month supply with the possibility of two additional months as needed with a receipt.

Scent Policy:

Employees who do smoke on designated breaks must:

- Ensure they are off- the MRH campus
- Wear coverage over their clothing. (coat, lab coat etc.)
- Ensure they wash their hands thoroughly upon return to work.
- Utilize mints, gum, mouthwash.

Tobacco smoke residue is a known irritant for Reactive Airway Disease, Asthma and COPD. These steps are necessary for protection of our patients.