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| <br><b>Penobscot Valley Hospital</b> | <b>POLICY NUMBER:</b>                | HR-810/ADM 120  | <b>DATE:</b> | May 1983 |
|   | <b>SUBJECT:</b>                      | Tobacco Free Campus   |              |          |
|   | <b>DIVISION:</b>                     | Administration  |              |          |
|   | <b>DEPARTMENT:</b>                   | Human Resources   |              |          |
| <b>APPROVED BY:</b>   |                                      | [original signed document is located in the subject department offices] |              |          |
| <b>President, Board of Directors,</b>   | Fred Woodman                         |   |              |          |
| <b>Chief Executive Officer,</b>   | Gary R. Poquette<br>David A. Shannon |   |              |          |
| <b>Director, Human Resources</b>  | Sarah Loman                          |   |              |          |

**PURPOSE:** In accord with its commitment to the healing arts and the prevention of disease, Penobscot Valley Hospital also takes seriously its role as a community leader in promoting healthy living. Tobacco use in all its forms poses serious health and safety risks, undermines successful medical treatment, and leads the list of causes for the high cost of health care. This policy is also promulgated following a resolution of the Board of Directors of PVH, directing that such a policy be implemented, and in order to assure PVH compliance with the Maine Workplace Smoking Act of 1985.

**RESPONSIBLE PERSONS:** Senior Leadership, Medical Staff, All Hospital Employees

**POLICY:**

- 1.0 The use of tobacco in all its smoked and smokeless forms, including electronic cigarettes, is absolutely prohibited in or on property owned, leased, or rented by Penobscot Valley Hospital. Tobacco use is likewise prohibited in all vehicles owned, leased, or rented as well as at meetings held by the Hospital both on and off campus.
- 2.0 This policy applies to absolutely everyone, without exception, upon their arrival and for the duration of their stay at a PVH location.
- 3.0 PVH will not provide receptacles for collecting tobacco users' waste. It will be each user's responsibility to dispose of the residue before arriving on the PVH campus and before exiting a personal vehicle.
- 4.0 This policy will be applied to different groups of people according to these guidelines.
  - 4.1 Employees: It is the responsibility of all individuals associated with Penobscot Valley Hospital to respect the purpose of this policy, to utterly refrain from undermining it, and, where possible, to promote the policy and educate visitors, patients, and fellow employees about its terms and purpose.
    - 4.1.1 Employees who choose to continue using tobacco will refrain from doing so in or on property owned, leased, or rented by Penobscot Valley Hospital. This includes within personal vehicles while parked on PVH premises. Further, \_\_\_\_\_ employees are *requested* not to smoke on the curbs and streets adjacent to \_\_\_\_\_ the hospital in order not to project a negative image of the community's leading \_\_\_\_\_ healthcare provider. As an employee of PVH you are expected to project a \_\_\_\_\_ positive, professional image at all times.

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| REVISED | 02/24/10 | 01/22/11 | 03/06/12 | 10-2-2015 |  |  |
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- 4.1.2\_\_\_ An employee's non-compliance with this policy will be handled in the same manner as violation of any other PVH policy, including the possibility of suspension or termination.
- 4.1.3\_\_ All managers are responsible to enforce the terms of this policy and to report violations to the violator's department head.
- 4.1.4\_\_ All non-management employees are strongly encouraged to remind a non-compliant employee of this policy.
- 4.2 Patients: The existence of this policy will be included with information provided upon admission, at the time of patient registration.
- 4.2.1\_\_-When the point of first entry for a patient is other than patient registration, it is the responsibility of the first-treating medical provider to inform a patient that the use of tobacco products is absolutely prohibited, if, in the provider's judgment, the patient is likely to attempt such use.
- 4.3 Visitors and others who are neither employees nor patients will be alerted to the policy by signs and other public announcements that the Hospital may make from time to time. Signs will be maintained at the vehicle approaches to PVH property, at building entrances, and at locations within each facility calculated to remind users.
- 4.3.1 If a visitor, upon being asked to comply with the policy, becomes unruly, the situation will be handled according to standard procedures when PVH staff meets with such behavior.
- 5.0 For employees who request assistance, the Hospital will help identify smoking cessation options and other resources that the employee can turn to.
- 6.0 As an employee of Penobscot Valley Hospital, you are viewed by many in the community as a standard-bearer for wellness and health. The image which you project in the communities which we serve is a component of the overall reputation of the hospital. Please consider the role you play as a member of a healthcare organization, and be mindful of the harmful effect which smoking has on you, your loved ones and others with whom you come in contact.