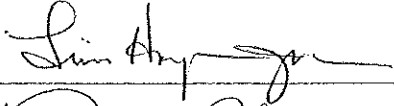
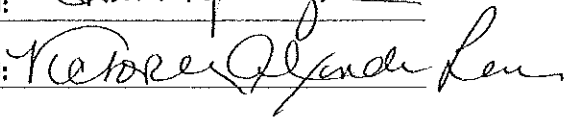


Sebasticook Valley Health
Policy and Procedure

Subject: Tobacco Free Campus Policy

Author: Karen Hawkes
Dept: Hospital Wide Policy
Date: May 31, 2011
Policy #: HW-1654

	Current Policy Date: 5/31/2011
	Policy #: HW-1654
	Version #: 2
Approval:	
Approval:	
Approval:	

Current signed paper copy of this policy is on file:

See last page of this policy for earlier versions of this policy

Related References:

PURPOSE:

In accordance with Sebasticook Valley Health's mission statement: "To be the regional leader in meeting the health needs of our communities, treating people with dignity and respect", SVH is committed to the prevention of disease and the promotion of health and healing. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages a tobacco free lifestyle, reduce healthcare costs, and promote a culture of wellness and environmental responsibility.

- Tobacco use is the single most preventable cause of death and disease in the U.S. (Federal CDC)
- The Environmental Protection Agency (EPA) has classified second-hand smoke as a class A carcinogen, the most toxic class of chemicals known to cause cancer.
- The U.S. Surgeon General stated in a 2006 report that there is, "no safe level of exposure to second-hand smoke."

POLICY:

SVH is a 100% tobacco-free campus and therefore prohibits the smoking of any tobacco product and the use of any smokeless or other tobacco or nicotine product on campus. This policy applies to patients, employees, volunteers, visitors, vendors, contractors, tenants of SVH, medical staff and students.

1. There will be no use of tobacco products on SVH owned or leased property, grounds, and in all leased or rented office space. This includes parking areas and personal vehicles on the SVH campus.
2. There will be no use of tobacco products in any SVH owned or leased vehicle or private vehicle used in the course of work when another person is present in the vehicle for work related business. There will be no use of tobacco in private vehicles parked on hospital property.

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3. Smokeless tobacco residue in spit is a health risk to the public and spitting is prohibited on SVH campus grounds.
4. There will be no tobacco or nicotine product litter allowed on SVH campus grounds.
5. Employees are not allowed to smell of scents such as perfume, body sprays, and or tobacco smoke on clothes or hair during the entire work day as they are a trigger for Asthma, COPD, and Emphysema.
6. All events, meetings, and seminars operated or sponsored by SVH are to be tobacco-free including off site venues.
7. The hospital refuses all donations from the tobacco industry, and divests itself of all tobacco company stock.
8. This policy exceeds the requirements of Maine Law (22M.R.S.A. 1580A). Maine law prohibits discrimination against current or prospective employees who use tobacco products outside of work.

RESPONSIBILITY:

9. Copies of this policy will be posted in accordance with Maine Law.
10. This policy will be provided on request and included in training manuals, to new applicants, and revised as necessary by the Community Health Department to meet Maine law requirements.
11. It is the responsibility of the SVH Maintenance Department to post and maintain adequate signage declaring SVH as a tobacco-free campus. Signs shall be posted at campus/building entrances, parking lots, and edges of SVH property.
12. It is the responsibility of SVH personnel and medical staff to educate patients and families about the tobacco-free policy before and during their admission and/or at other times patients are on the SVH campus.
13. It is the responsibility of managers to educate their employees on this policy. Violation of this policy by staff will be treated like any other policy infraction resulting in progressive discipline.
14. The Human Resources Department will communicate to applicants and employees the SVH Tobacco-Free Campus Policy.
15. It is the responsibility of SVH's Education Department to educate all new employees at Orientation to SVH's Tobacco-Free Campus Policy.

ENFORCEMENT:

16. SVH acknowledges that achieving a tobacco-free environment requires strong leadership and support from all the employees and the community. All SVH employees are responsible for informing staff and

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visitors of the new policy in a friendly manner and directing all tobacco-users to extinguish tobacco products immediately on entering SVH campus.

17. Policy violations by staff will be treated like any other policy infraction resulting in progressive discipline.

TOBACCO CESSATION:

18. Clinical services are available for any patient desiring assistance for nicotine withdrawal symptoms and/or quitting including evidenced-based medications.
19. Medical and allied health staff will provide information about tobacco use, secondhand smoke, and local and statewide treatment resources, along with pharmacy and Maine Tobacco HelpLine medication and counseling benefits available to patients and visitors.
20. Tobacco Treatment Services are available for all employees through their SVH health insurance benefit, the Maine Tobacco HelpLine, and/or the HealthySV Quit & Win Program.
21. It is the responsibility of SVH's Human Resources Department to inform all new employees at orientation to SVH's Tobacco Treatment Services and protocol.

Original Policy Date: August 2001

Revisions:

Date:	Version #
Date:	Version #
Date:	Version #
Date:	Version #
Date:	Version #
Date:	Version #