

	MANUAL CORPORATE	Section ADMIN	Pages 1 of 2	Number 022-ADM
Subject: TOBACCO FREE POLICY			Date February 6, 2015	
Supersedes 03-2010	Cross Reference 149-ADM 151-ADM		Issuing Authority MAC	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus		

Policy Statement

The health hazards of tobacco use are well established and recent evidence of the effects of passive smoking indicate increased health risks in non-smokers. St. Joseph's Healthcare Hamilton (SJHH) promotes a tobacco free environment and prohibits the use of tobacco products on all of its campuses and hospital owned properties, including vehicles. This policy applies to all instances where the person is located on hospital property.

1.0 Purpose

SJHH promotes a tobacco-free environment. This means that, in addition to the tobacco-use restrictions outlined in the *Smoke Free Ontario Act*¹. SJHH prohibits tobacco use on all hospital-owned campuses. Tobacco products are defined as: all cigarettes, e-cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, herbal cigarettes, contraband tobacco products and any other like product that contains a health warning from Health Canada or has not been approved by the Canadian Drug Administration (CDA). The use of tobacco products is prohibited in personal vehicles when parked on properties owned, leased or managed by SJHH. SJHH strives to provide a healthy tobacco free hospital environment to ensure that those who work, visit or receive care are not exposed to the health risks associated with second-hand smoke. At SJHH, a safe, hazard-free workplace includes clean air. Additionally, as a facility with a mental health and addiction program, it is important that SJHH be tobacco free in order to provide a non-triggering environment for staff and clients/patients, and visitors struggling with various stages of tobacco addiction.

2.0 Expectations

2.1 All members of leadership, including senior management, directors, and supervisors are responsible for clearly communicating SJHH's tobacco-free policy to all staff, members of professional staff, students, client/patients, volunteers, visitors and contractors.

2.2 All staff, members of professional staff, students, client/patients, volunteers, visitors and contractors are expected to continually support and represent SJHH commitment to maintain a tobacco-free environment.

2.3 Signage will be posted in visible areas throughout SJHH to communicate the tobacco-free property policy and the *Smoke-Free Ontario Act*.

3.0 Responsibilities

3.1 Staff

- i. On admission or as soon as possible, the relevant aspects of this policy will be reviewed with all patients and their families, or with those individuals who accompany a patient.
- ii. Staff will inquire whether the patient uses tobacco products and document on the Tobacco Use Inpatient Form.
- iii. Staff are to advise patients not to leave the unit/facility to smoke.
- iv. Staff are not to accompany patients or clients to smoke or assist them with smoking.

SJHH employees that use tobacco products on SJHH property will be subject to progressive discipline according to existing policies. Failure to comply with this policy will result in stepped disciplinary action.

3.2 Patients

- i. Patients are not permitted to use tobacco products on SJHH campuses and properties.
- ii. Patients are not permitted to leave hospital premises to use tobacco products while wearing or transporting any hospital equipment.
- iii. Patients may choose to give tobacco products to a friend or family member for safekeeping. Staff are not permitted to store or provide tobacco products to patients.
- iv. Patients who do not comply with this policy are to be respectfully reminded of the policy and requested to extinguish the tobacco product immediately.

3.3 Visitors, Students, Learners

- i. Visitors are not permitted to use tobacco products on SJHH campuses, as outlined by the *Smoke Free Ontario Act* and this policy.
- ii. Visitors are asked not to supply patients with tobacco products.
- iii. Those who do not comply with this policy are to be respectfully reminded of the policy and requested to extinguish the tobacco product immediately.
- iv. Failure to comply with this policy will result in visitors being escorted off the campus by Security Services.

4.0 ENFORCEMENT

Failure to comply with this policy will be enforced by SJHH Security Staff.

Security will be responsible for enforcing, documenting and reporting policy infractions by staff, patients, visitors or any other individual found using tobacco on hospital property (refer to section 3.0- Responsibilities). For Smoke-Free Ontario infractions, security will complete a Witness Report and fax to the Hamilton Public Health Services (Appendix B)

5.0 APPENDICES

Appendix A

Tobacco Use Inpatient Form

Appendix B

Witness Report

6.0 External References

Smoke Free Ontario Act: May 31, 2006.

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_94t10_e.ht

Appendix A



- Charlton Campus
- West 5th Campus

TOBACCO USE INPATIENT FORM

ASK	
<ul style="list-style-type: none"> • <u>Ask</u> <p>Have you used any form of tobacco in the past 6 months?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes → Number cigarettes per day _____
ACT	
<ul style="list-style-type: none"> • <u>Advise</u> that tobacco use is prohibited on all hospital property. 	
<ul style="list-style-type: none"> • <u>Assess/Assist</u> <p>We can help you manage your nicotine withdrawal symptoms by providing you with Nicotine Replacement Therapy (patch, gum & inhaler). Would you like us to arrange this?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <i>If yes, identify intervention</i> _____ → <input type="radio"/> No 	<ul style="list-style-type: none"> <input type="checkbox"/> NRT accepted <input type="checkbox"/> NRT declined <input type="checkbox"/> Additional Support: Tobacco dependence consult Fax to: #36071 (Charlton Campus)
<ul style="list-style-type: none"> • <u>Arrange</u> for support to reduce or quit tobacco use on discharge 	<ul style="list-style-type: none"> <input type="checkbox"/> Smokers' Helpline Fax Referral 1-877-513-5334
COMMENTS	

_____ / _____
 Printed Name Signature and Designation Unit Date /Time