

**COPLEY MEMORIAL HOSPITAL  
POLICY/PROCEDURE**

**PREPARED BY:** Terri Horton

**TITLE:** Smoking Regulations

**DATE INITIATED:** 8/89

**NEXT REVIEW DATE:** 4/30/2020

**PURPOSE**

To provide guidelines for a safe and healthy environment for employees, patients and visitors by eliminating nicotine and smoke exposure.

**POLICY**

As a healthcare provider committed to the promotion of health Rush Copley Medical Center campus is a tobacco and nicotine-free environment. This policy applies to all patients, physicians, employees, visitors, students, and community groups on the campus of Rush Copley Medical Center.

Tobacco-free areas include all Copley buildings and grounds, including the hospital, fitness center, professional office buildings, parking garage, patient rooms and bathrooms. In addition doorways, patios, parking lots, sidewalks, and all other outside grounds will remain tobacco-free.

In keeping with our purpose of wellness, all patients are not to smoke, use smokeless tobacco or other products that deliver nicotine or other carcinogens (ie electronic cigarettes) while receiving treatment or services at RCMC. Smoking is prohibited to reduce possible adverse effects on care, treatment and services; limits passive smoke to others, and reduces fire risk.

**PROCEDURE**

1. The Environment of Care Committee, Hospital Leadership, and Security Officers make rounds requesting compliance with the smoking policy and all intervene as appropriate. Security logs smoking policy enforcement. The responsibility for enforcement of this policy lies with all employees and efforts to enforce the policy should be reported to Security.
2. Individuals who wish to smoke, use smokeless tobacco or electronic cigarettes can only do so in their own vehicles or off campus.
3. Employees who violate the smoking policy are subject to progressive discipline, up to and including termination of employment.
  - a. Patients and Visitors:
    - Patients or visitors are not permitted to smoke within the hospital or on hospital grounds. Patients are so informed when registering for admission. The patients are provided in writing with a list of responsibilities that include a statement establishing the hospital as a smoke and nicotine free environment.
    - Physicians are not permitted to order a smoking intervention.
    - Visitors may smoke inside their vehicles in outside parking lots.

- Pharmaceutical and other FDA approved alternatives are available for patients who feel the need to smoke.
- Patients who are unable to adhere to the no smoking risk management/requirements will participate in a case review to determine options. Consultation with the Director of Risk Management and Patient Safety or the Patient Safety Advocate will aid in facilitating a care conference or case review to address the smoking dependency. In some select circumstances, stable and recovering patients may be able to smoke in a personal vehicle with a family member or a trusted friend.
- Staff members are not able to escort patients for smoking purposes.

b. Employees:

- Due to time constraints, employees are not entitled to access their vehicles to smoke, use electronic cigarettes, or use smokeless tobacco during 10 minute breaks.
- Employees can use their vehicles to smoke, use electronic cigarettes, or use smokeless tobacco during their 30 minute meal breaks or before/after working hours. If the meal break is used to smoke or use a nicotine product, the 30 minutes must still be observed.
- Non-exempt employees who leave the building to smoke, use an electronic cigarette, or use smokeless tobacco, **must punch in and out.**
- Employees may not smoke, use an electronic cigarette, or use smokeless tobacco inside the parking garage. If the employee chooses to smoke or use a nicotine product in their personal vehicle, it cannot be parked inside the parking garage.