

# SJMHS Environment of Care Policy Manual

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## SJMHS Tobacco-Free Environment Policy

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### SJMHS

Section Number 500 – Fire Safety  
**Policy Number 510**

Effective Date: 11/1968

Reviewed/Revised Date: 04/1998, 03/2001, 11/2004, 02/2010, 11/2010

Approved by: SJMHS EOC Safety Committee

### Policy

Saint Joseph Mercy Health System (SJMHS) prohibits the use of tobacco in any form, non-tobacco smoking products, and artificial or electronic cigarettes on SJMHS-owned and leased property, including but not limited to, grounds, parking lots, vehicles in parking lots and within any SJMHS-owned or leased building or vehicle regardless of location. This policy applies to **all persons**, including but not limited to, patients, visitors, physicians and physician office staff, SJMHS associates and volunteers, contractors and temporary agency employees **when on/in any location covered by this policy**.

### Narrative

The purpose of this policy is to facilitate compliance with applicable state law and to promote the health and safety of SJMHS patients, visitors, associates and others by requiring a tobacco-free environment on SJMHS premises.

### Procedure

- I. **Patients:**
  - A. Physicians must not give verbal or written orders to allow patients to use tobacco.
  - C. All physicians and their office staff will advise all potential patients regarding requirements of the SJMHS Tobacco-Free Policy.
  - D. SJMHS associates will orient patients and families to the Tobacco-Free Policy whenever possible prior to admission/use of services and upon the patient's admission. Patients shall be provided educational and/or program materials and related literature on tobacco use/smoking cessation.
  - E. When patients do not comply with the SJMHS Tobacco-Free Policy staff will:
    1. Remove the tobacco materials or non-tobacco materials or artificial/electronic cigarettes from the patient's room and tell the patient it is being done in compliance with the SJMHS Tobacco-Free policy and for their safety and the safety of others.
    2. Contact Security for assistance if needed.
    3. Document the noncompliance and rationale for removing the materials.
    4. Inform the patient and family of the decision to remove the materials.
    5. Inform the oncoming shift of action taken.
    6. Inform the Clinical Nurse Manager and/or patient's physician for follow-up when patients are repeatedly found to be noncompliance
- III. **SJMHS Associates**
  - A. SJMHS associates who violate the SJMHS Tobacco-Free Policy are subject to corrective action up to and including termination of employment.
  - B. SJMHS associates who are in possession of lighted smoking materials where combustible/flammable supplies, liquids, gasses or oxygen are used or stored are subject to immediate termination of employment.
- II. **All Other Persons Covered By This Policy**
  - A. When visitors or other persons do not comply with the SJMHS Tobacco-Free policy, SJMHS associates will:

1. Inform the person regarding requirements of the SJMHS Tobacco-Free Policy.
2. Ask the person to extinguish/cease use of their smoking materials/products.
3. Notify Security if the person refuses to comply.
4. Clean the area of smoking debris.

## **Responsibility**

SJMHS EOC Safety Committee

## **References**

The Joint Commission Accreditation Standard **EC.02.01.03**  
Michigan Department of Public Health and the Michigan Public Health Code and Michigan State Law (P.A. 315, 1988, Sec. 12604@2)(a).

## **The Joint Commission Functional Chapter**

Environment of Care

<u>Approval</u>	<u>Date</u>
SJMHS EOC Safety Committee	11/2010