

Employee Smoking and Tobacco Use

XYZ Agency is a (fill in type of) facility dedicated to providing quality health care services in a healthy environment. The health hazards of tobacco use have been recognized by XYZ Agency. As a leader, XYZ Agency has an obligation to its patients, residents, clients, staff, visitors and volunteers to strongly assert the risks of tobacco use. Establishment of a tobacco-free policy and environment made such a statement on (date facility went smoke free).

XYZ Agency provides a tobacco-free and smoke-free campus to all residents and staff to promote health and safety. XYZ Agency is a tobacco-free campus. Tobacco-free is defined as: no use of tobacco products permitted on facility grounds, in facility buildings or in facility vehicles, no visible display of tobacco products including paraphernalia (lighters, rolling papers, promotional clothing and other tobacco brand specific items). This includes smoking in private vehicles on company property. This includes the use of electronic cigarettes.

1. Before entering XYZ Agency premises all tobacco-products must be distinguished.
2. Employees who are smokers can take tobacco breaks during their paid 10 minute breaks and 30 minute non-paid meal breaks.
3. Tobacco breaks must be taken off site and/or out of view from the facility.
4. Smoking is prohibited on the two adjoining properties next to XYZ Agency and on anyone's property on xxx Street and xxx Avenue.
5. Employees who fail to comply with this policy may be subjected to appropriate disciplinary actions.
6. During Orientation all new staff will be in-serviced on the Employee Smoking & Tobacco Policy. Current staff will be in-serviced on a timely basis.

By reading the above statement, I understand the Policy and Procedure of Employee Smoking & Tobacco Use and the disciplinary actions that will be taken.

Employee

Date

xxxxxxx, Director of Staff Development

Date

TOBACCO-FREE CAMPUS POLICY

I. PURPOSE

To provide a tobacco-free and smoke-free campus to all residents and staff to promote health and safety.

II. POLICY

XYZ Agency is a tobacco free campus which means smoking is prohibited inside the building, in the driveway or in our parking lot.

- A. Smoking is prohibited on 1:1 walks with staff, Red Card Level store/staff walks with the group, on outings, medical appointments, shopping trips and special events.
- B. Residents cannot return partially smoked cigarettes back in the lock box.
- C. Residents found with tobacco products, matches or lighters will receive a warning; second time resident will lose the privilege of this facility holding their tobacco products.
- D. Residents guilty of giving, selling or loaning tobacco products to other residents within the building will have their Level Card dropped one level and given a warning that the second offense would lose their privilege of this facility holding their tobacco products.
- E. Residents caught smoking in the building will have their Level Card revoked. They can apply for a Red Card in two weeks. They also lose the privilege of this facility holding their tobacco products.
- F. Residents found smoking in non-smoking areas, such as on campus and nearby private property, will receive a card punch and given a warning that the second offense would result in the resident losing the privilege of this facility holding their tobacco products.

III. PROCEDURE

- A. Residents will be offered a smoking cessation program upon admission. They will sign a form regarding whether or not they choose to participate in the program. The cessation program includes nicotine patches, three smoking cessation classes per week, activities and individual counseling to assist with stopping/quitting.
- B. The licensed Nurse will initiate a Care Plan, “Alteration in Comfort related to non-smoking” for residents who do smoke.

- C. Upon admission residents will turn over all tobacco products to staff which will be labeled and put into the contraband cabinet in Rehab. Once the resident earns Blue Card status or has been approved to go on passes, their tobacco products, a maximum of two packs of cigarettes, will be kept in the cigarette locked box which is kept at the Nursing Station. Excess cigarettes or cartons will be kept in the contraband cabinet in Rehab.
- D. Residents will have access to their cigarettes when Blue, Green or Yellow Card Privilege levels are earned, during pass sign-out, and/or when going out on pass with family or friends.

7c. DRUG, ALCOHOL and NICOTINE POLICY

XYZ agency adheres strictly to the Drug Free Workplace Act of 1988. XYZ agency recognizes and accepts its legal obligation to provide a safe and healthy work environment for its employees. The effect of drugs, alcohol and nicotine in the work environment can affect performance and endanger the safety and health of all XYZ agency employees and clients, as well as increase risk of injury, property loss or damage. Additionally, abuse of drugs, alcohol and nicotine occurring during work, either on or off the job site, may reflect adversely on XYZ agency, its employees and clients, thereby diminishing the impact of client services. Employees must be free of any evidence of nicotine use during working hours. Using or being under the influence of alcoholic beverages, illegal drugs or other intoxicants is strictly prohibited and may result in immediate termination.

DEFINITIONS: *Controlled Substance:* Includes all chemical substances or drugs listed in any controlled substances acts or regulations applicable under any federal, state or local laws. *On the Job:* An employee is considered to be “on the job” whenever the employee is: a.) On XYZ AGENCY property, at any time; b.) During work hours, regardless of location; c.) Driving, or riding as a passenger, in a XYZ AGENCY vehicle or in a private vehicle or other means of transportation during “work hours” as defined earlier.

PROHIBITED ACTIVITY: *On the Job:* The following are strictly prohibited when occurring “on the job”; **Alcohol** (Possessing, consuming or being under the influence of alcohol); **Controlled Substances**, (which includes illegal drugs, and prescription medications being used without a prescription, or when prescription drugs are not being used in compliance with the conditions/limitations noted on the prescription); Possessing, using, being under the influence of or distributing, buying, selling or providing to other employees a prescription drug that has not been prescribed to that person, or non-prescription controlled substance; **Nicotine;** Possession and use of any form of nicotine on XYZ AGENCY premises is strictly in violation of “nicotine-free” designation;