

## POLICY

### Tobacco-Free Hospital

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### Policy

In accordance with our mission, Grand River Hospital (GRH) is committed to providing a safe, healthy and comfortable environment for our patients, visitors, members of the hospital community and all individuals who enter our premises.

GRH restricts the use of tobacco products on all owned sites and properties.

GRH will permit the use of tobacco for traditional Aboriginal cultural or spiritual purposes as per the *Smoke Free Ontario Act*.

The sale of cigarettes, tobacco and tobacco products is prohibited at GRH.

GRH staff will provide support for patients and employees who would like assistance in their efforts to attain a tobacco-free lifestyle. Click here to access our [Tobacco Withdrawal Management policy](#).

GRH will meet all legislative requirements including the *Smoke Free Ontario Act* and will support the Ontario Clean Air and Healthy Workplace initiatives.

This policy applies to all patients, visitors, and members of the hospital community and all other individuals who attend GRH sites and properties.

### Definitions

**GRH Sites and Properties:** on all owned sites and properties listed below.

- KW Site - 835 King Street West, Kitchener
- Freeport Site - 3570 King Street East, Kitchener
- Withdrawal Management Centre - 52 Glasgow Street, Kitchener
- Mental Health and Addictions - 850 King Street West, Kitchener

This includes all sections/areas of hospital buildings, the exterior grounds and parking areas (garages and lots – including inside a personal vehicle while on hospital property). While adjoining bus shelters are city owned, smoking in the shelter is prohibited under the *Smoke Free Ontario Act*.

**Members of the Hospital Community:** includes all employees, volunteers, board members, students, credentialed professional staff (physicians, midwives, extended class nurses, etc.), medical learners and contractors (including contract and agency staff).

**Tobacco:** any processed or unprocessed form that may be smoked, inhaled, or chewed, including but not limited to snuff, chewing tobacco, snus, cigarettes, contraband cigarettes, cigarillos, cigars, pipe tobacco, hookah pipe, herbal cigarettes, or any products which can be smoked legally or otherwise (i.e. marijuana, shisha). E-cigarettes are also prohibited on hospital property.

## Responsibilities

### Environmental Supports:

- Signage will be posted in visible areas throughout GRH to communicate the tobacco-free property policy and the *Smoke-Free Ontario Act*.
- Tobacco receptacles will be installed for use by people entering the premise/facility.

### Organizational Development:

- All new staff are to be advised of the tobacco-free policy during hospital orientation.
- During hospital orientation, a brochure will be provided to GRH staff informing them of their accountabilities and offering support for any staff who would like support for tobacco cessation.

### Leadership:

- Management staff of the hospital, including supervisors, coordinators, managers, directors and senior team members are responsible for their ongoing support and communication of the GRH tobacco-free policy.
- Management staff of the hospital or their delegates, will ensure that staff have completed the LMS learning modules.

### Members of the GRH Hospital Community:

- Advise, support and educate patients and visitors that GRH is a tobacco-free facility.
- Educate and promote a healthy environment.
- Every effort is to be made to encourage and support individuals to comply with the policy rather than resorting to extreme enforcement measures.
- If a member of the GRH hospital community witnesses someone using tobacco on GRH property and they are able to, without conflict, remind patients, visitors, and colleagues about the tobacco-free policy, they are expected to do so in a manner that reflects the GRH values: Compassion, Collaboration, Positive Attitude, Professionalism and Respect. Tobacco-free reminder cards are available for distribution. Sample scripts have been developed to support staff and provide them with ideas of how to respectfully approach an individual and inform them about the tobacco-free policy.
- Continually support and represent GRH values and commitment to maintain a tobacco-free environment and promote and educate for a reduction of tobacco in our community.

### Clinical Staff:

- An information brochure outlining the Tobacco-Free policy is to be presented to each patient/family member upon admission with a hospital service (in-patient and out-patient). The relevant aspects of the Tobacco-Free policy and the support patients can expect to receive will be reviewed with all patients and their families, or with those individuals accompanying the patient.
- May access tobacco-free champions on their clinical units to support them in decision making around educating, promoting and supporting a tobacco-free environment.
- Become familiar with the GRH Tobacco Withdrawal Management policy and utilize the 5A Minimal Contact Intervention approach (Ask, Advise, Assess, Assist, and Arrange) to address tobacco use for patients. Patients who use tobacco products will be offered withdrawal management support including pharmacotherapy and self-help education material.
- Promote a healthy and safe environment. Staff are not to accompany or assist patients to use tobacco. Staff are to advise the patient not to leave the unit/facility to use tobacco and to offer withdrawal management supports and education. Should the patient insist on leaving, staff shall document in HED or unit specific documentation record the patient's decision to leave against medical advice.
- Patients are not permitted to leave hospital premises to use tobacco while wearing or transporting oxygen or any other hospital equipment with the exception of mobility equipment e.g. wheelchair, walker, etc. All efforts will be made to encourage and support withdrawal management strategies in a respectful manner.

### Security

- A respectful reminder is provided to those who are visiting and fail to comply with this policy. Tobacco-Free information cards are available for distribution. Sample scripts have been developed to support staff and provide them with ideas of how to respectfully approach an individual and inform them about the tobacco-free policy.
- As a last resort, visitors who are non-compliant with this policy may be escorted off the GRH property by security.

## Procedure

### A. Compliance, Support and Enforcement

Persons violating the Tobacco-Free Hospital policy should be approached in respectful manner and informed of the GRH policy. Tobacco-Free reminder cards are available for distribution and these provide details of the tobacco-free policy as well as a brief rationale for a tobacco-free environment. Sample scripts have been developed to support staff and provide them with ideas of how to respectfully approach an individual and inform them about the Tobacco-Free policy. Our goal is educate and promote a healthy environment. Every effort is to be made to encourage and support individuals to comply with the policy rather than resorting to extreme enforcement measures.

Individual circumstances must be considered in any attempt to enforce this policy.

#### **Infractions – Members of the Hospital Community:**

1. Every effort will be made to provide support and education for members of the hospital community in promoting a healthy environment.
2. As a last resort, non-compliance with this policy by any members of the hospital community may result in progressive disciplinary action or termination of their relationship with GRH. For GRH staff, please refer to the Human Resources progressive discipline process found in the Termination Policy.

#### **Infractions – Patients:**

1. Patients who do not comply with this policy are to be respectfully reminded of the policy and requested to stop using the tobacco product immediately.
2. The patient's unit is to be notified and the incident documented on the patient's record.
3. Withdrawal management counselling and/or withdrawal management therapy is to be offered in a supportive, non-judgemental manner in accordance with GRH's values.
4. If a patient continues to be non-compliant with the policy, the healthcare team should have a conference to discuss options and resources.
5. A plan of action should be developed to support patient safety and encourage compliance.

#### **Infractions – Visitors:**

1. A respectful reminder is provided to those who are visiting and fail to comply with this policy.
2. Tobacco-Free reminder cards are available for distribution.
3. Individual circumstances should be considered (i.e. family death, trauma, cognitive impairment, etc.) and the enforcement approach should be adapted accordingly.
4. If their behaviours pose a threat, visitors who are non-compliant with this policy may be escorted off the GRH property by Security.

For individuals who visit our grounds periodically or on a regular basis (i.e. hospital business, vendors, etc.) the Tobacco-Free reminder card should be provided to them to inform them of the policy details.

We recognize that there may be isolated cases where patients/family members are found using tobacco on GRH property after the above infraction steps have been taken. These cases will be dealt with on an individual basis. Any exceptions to this policy will be reported to and monitored by the Grand River Hospital Tobacco-Free Steering Committee.

## **B. Traditional Aboriginal Use of Tobacco**

1. At the request of an Aboriginal person, GRH shall set aside an indoor area, separate from any area where tobacco use is otherwise permitted, for the use of tobacco for traditional Aboriginal cultural or spiritual purposes as per the *Smoke Free Ontario Act*.
2. GRH staff will contact spiritual care to facilitate the request.

## **C. Staff Support**

Support for tobacco withdrawal or cessation programs are available to all members of the hospital community through the GRH Occupational Health, Safety and Wellness Department. Support for staff and their families are also available through recommended community-based smoking cessation programs (such as Smokers' Helpline).

## **D. Education Requirements**

All staff are accountable to successfully complete the LMS learning module of Tobacco-Free Hospital. This will be part of hospital orientation for all new hires.

### **Documentation**

#### **Patients:**

1. For events related to repeated tobacco-free hospital infractions, security will report to the patient's clinical area to the health care team for follow up.
2. This will prompt clinical staff to follow-up with the patient to provide appropriate supports.
3. The primary care nurse will document in the patient's clinical record any follow up actions such as review of policy, education, counseling and withdrawal management support.
4. The health care team will become involved if further action is required.

#### **Staff Members:**

1. The manager will document follow up meeting(s) with staff member and action taken such as review of the policy, education, counseling and withdrawal management support available in Occupational Health.
2. For repeat infractions, the manager will refer to the Human Resource progressive discipline process found in the Termination policy.

#### **Volunteers, Physicians, Students, Medical Learners, Vendors, Tenants & Contractors:**

1. The appropriate individual (i.e. manager, Medical Director, preceptor, purchasing, coordinator, etc.) will document the follow up meeting(s) with the person involved and action taken such review of policy, education, counseling and withdrawal management support.

### **Related Documents**

Appendix A: Sample Scripts

Tobacco Withdrawal Management Policy

GRH Termination Policy

GRH Mission, Vision and Values

### **References**

Brant Community Healthcare System. (2012). *Smoke-Free and Tobacco-Free Property Policy*.

Grand River Hospital

Centre for Addiction and Mental Health. (2001). *Smoke-Free Policy*.

Hamilton Health Sciences. (2010). *Smoke-Free and Tobacco-Free Policy*.

Niagara Health System. (2007). *Smoke Free Policy*.

Region of Waterloo. *Smoking By-law No. 96-055* (and as amended)

*Smoke-Free Ontario Act* (Ontario 2006) (and as amended).

*Tobacco Control Act* (Ontario 1994) (and as amended).

*Trespass to Property Act*.

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