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| Title: Smoke-Free & Tobacco-Free Property Policy | |
| Manual: Management | Section: Organizational Health |
| Document Number: | Issuing Authority: Board of Directors |
| Date Issued: May 2006 | Date Revised: June 2012 |

1.0 PURPOSE:

The Brant Community Healthcare System (BCHS) strives to provide a healthy smoke-free & tobacco-free (hereinafter referred to as 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 the BCHS, a safe, hazard-free workplace includes clean air. Additionally, as a facility with an inpatient and outpatient mental health and addictions program, it is important that BCHS facilities be tobacco-free in order to provide a non-triggering environment for staff and clients/patients struggling with various stages of tobacco addiction.

2.0 DEFINITIONS:

BCHS Sites and Properties:

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).

Tobacco:

This policy applies to tobacco in 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). E-cigarettes are also prohibited on hospital property.

Smudging Ceremony:

The smudging ceremony is a spiritually healing ceremony performed by some Aboriginal people and may be requested by Aboriginal patients and their families receiving health services at BCHS.

3.0 PERSONS AFFECTED:

This policy applies to all patients/clients, BCHS employees, physicians, residents, members of the medical and midwifery staff, students, volunteers, agency staff, Board members working in any capacity at BCHS, visitors, contractors, security, hospital affiliates (including contract and agency staff), and any other individuals who attend BCHS sites and properties.

4.0 POLICY

4.1 BCHS Sites and Properties

BCHS prohibits the use of tobacco products on all of its sites and properties, including vehicles (BCHS owned/leased vehicles and personal vehicles on BCHS property). This policy applies to all instances where the person is located on hospital property.

Special Exemption: As defined by the Smoke-Free Ontario Act, special exemptions will be considered at the request of an Aboriginal who is an inpatient for the traditional use that forms part of a spiritual ceremony.

4.2 Sale of Tobacco

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

4.3 Expectations

- (i) All members of group leadership, including supervisors, coordinators, managers, directors and senior team members are responsible for clearly communicating BCHS' tobacco-free policy to all staff, physicians, students, client/patients, volunteers, visitors and contractors.
- (ii) All staff, physicians, students, client/patients, volunteers, visitors and contractors are expected to continually support and represent BCHS' commitment to maintain a tobacco-free environment.
- (iii) Signage will be posted in visible areas throughout BCHS to communicate the tobacco-free property policy and the Smoke-Free Ontario Act.

4.4 Responsibilities

4.4.1 Staff

- (i) Staff are expected to model the BCHS values with their compliance and enforcement of this policy.
- (ii) All staff are expected to advise patients and visitors that BCHS is a tobacco-free property.
- (iii) If staff witness someone smoking on hospital property and they feel comfortable, equipped, and safe to remind patients, visitors, and colleagues about the new smoke-free policy, they are encouraged to do so in a manner that reflects the BCHS values.
- (iv) Prior to and upon admission, all patients will be informed that BCHS is a Tobacco-Free Hospital.
- (v) Upon admission, the relevant aspects of the Tobacco-Free Policy will be reviewed with all patients and their families, or with those individuals accompanying a patient. Staff will inquire whether the patient uses tobacco products and note the answer in the patient's health record (refer to Tobacco Cessation and Nicotine Replacement Therapy Protocol).

- (vi) Clinical Staff are to become familiar with and utilize the 5A Minimal Contact Intervention approach (Ask, Advise, Assess, Assist, and Arrange) to smoking cessation for patients (refer to Tobacco Cessation and Nicotine Replacement Therapy Protocol).
- (vii) Staff in clinical areas will educate inpatients who smoke regarding smoking cessation supports, including but not limited to counselling and nicotine replacement therapies (refer to Tobacco Cessation and Nicotine Replacement Therapy Protocol).
- (viii) Inpatients who use tobacco products will be offered smoking cessation support including pharmacotherapy and information (refer to Tobacco Cessation and Nicotine Replacement Therapy Protocol).
- (ix) Staff are not to accompany patients or clients to smoke or assist them with smoking. Staff are to advise a medically unstable patient not to leave the unit/facility to smoke. Should the patient insist on leaving, staff shall document the patient's decision to leave against medical advice, and have the patient complete the "Waiver of Responsibility: Leaving Hospital Property to Use Tobacco Products" (refer to Appendix D).
- (x) For patients who choose to leave the hospital property to smoke, staff are to review the "Waiver of Responsibility: Leaving Hospital Property to Use Tobacco Products" with the patient, have them sign and date the waiver, and provide a staff witness signature (refer to Appendix D).
- (xi) Staff are to refrain from using access to tobacco products or the availability of passes to go outside to use tobacco as a reward or punishment or as part of a behaviour management program or other treatment plan.

4.4.2 Volunteers

All volunteers are expected to advise patients and visitors that BCHS is a tobacco-free property.

4.4.3 Patients

- (i) Patients are not permitted to use tobacco products on BCHS' sites and properties.
- (ii) Patients are not permitted to leave hospital premises to smoke while wearing or transporting oxygen or any other hospital equipment that could be a safety issue (flammable -related to ignition or heat as a result of using tobacco products).
- (iii) Patients may choose to give tobacco products to a friend or family member for safekeeping or ask BCHS staff to dispose of the products. Staff are encouraged to ensure safe storage of ignition materials (lighters, etc.). Whenever possible ignition materials are to be given to a friend or family for safekeeping.

- (iv) Outpatients and patients attending day programs will be asked to leave tobacco products in their vehicles or preferably at home while attending BCHS locations.
- (v) Staff providing services in a client home may request the client and others refrain from smoking during all visits, and preferably at least one hour prior to the appointment time. Should a client not meet such a request, the staff member is to contact their manager to discuss alternatives. Staff are not to smoke in the presence of patients and clients.

4.4.4 Visitors

Visitors to BCHS are not permitted to use tobacco products on BCHS' sites and properties.

4.4.5 Security

At sites where Security Services are provided, Security Staff will enforce this policy as part of their responsibility. 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 4.5). For Smoke-Free Ontario infractions, security will complete a Witness Report and fax to the Brant County Health Unit (refer to Appendix E for Witness Report)

4.5 Compliance & Enforcement

4.5.1 Smoke Free Ontario Act

Failure to comply with the Smoke Free Ontario Act, by any person located on BCHS sites or properties, may be subject to fines as issued by a Brant County Health Unit Tobacco Enforcement Officer, as outlined in the Act. The Smoke Free Ontario Act includes any area within the hospital building and within 9 metres of any entrance or exit.

4.5.2 Staff

BCHS staff who do not abide by this policy and are found using tobacco products on BCHS property will be subject to progressive discipline according to existing Human Resources policies. Refer to Appendix A for the Compliance & Enforcement Algorithm for Staff.

4.5.3 Patients

Patients who do not comply with this policy are to be respectfully reminded of the policy and requested to extinguish the tobacco product immediately. Refer to Appendix B for the Compliance & Enforcement Algorithm for Patients.

4.5.4 Visitors, Students, Learners

A respectful reminder is provided to those who are visiting and fail to comply with this policy. If the visitor fails to comply, he/she is escorted off the BCHS property by security. Refer to Appendix C for the Compliance & Enforcement Algorithm for Visitors, Volunteers, Students, Vendors, Tenants & Contractors.

5.0 DOCUMENTATION

Discussions and events related to any tobacco issues are to be documented in the patient/client's clinical record (refer to Tobacco Cessation & Nicotine Replacement Therapy Protocol).

6.0 STAFF SUPPORT

Smoking cessation programs are available to all employees through the Organizational Health Department. Support for staff and their families is also available through recommended community-based smoking cessation programs (such as Smokers' Helpline).

PROCEDURE:

None.

RELATED PRACTICES AND / OR LEGISLATIONS:

Compliance & Enforcement Algorithm for Staff

Compliance & Enforcement Algorithm for Patients

Compliance & Enforcement Algorithm for Visitors, Volunteers, Students, Vendors, Tenants & Contractors

Witness Report

Waiver of Responsibility: Leaving Hospital Property to Use Tobacco Products

Smoke Free Ontario Act, 2006

Tobacco Cessation & Nicotine Replacement Therapy Protocol

REFERENCES:

CAMH Smoke-Free Policy, 2001

Hamilton Health Sciences Smoke-Free and Tobacco-Free Policy, 2010

Ontario Shores, Clean Air Algorithm, 2011

APPENDICES:

Appendix A: Compliance & Enforcement Algorithm for Staff

Appendix B: Compliance & Enforcement Algorithm for Patients

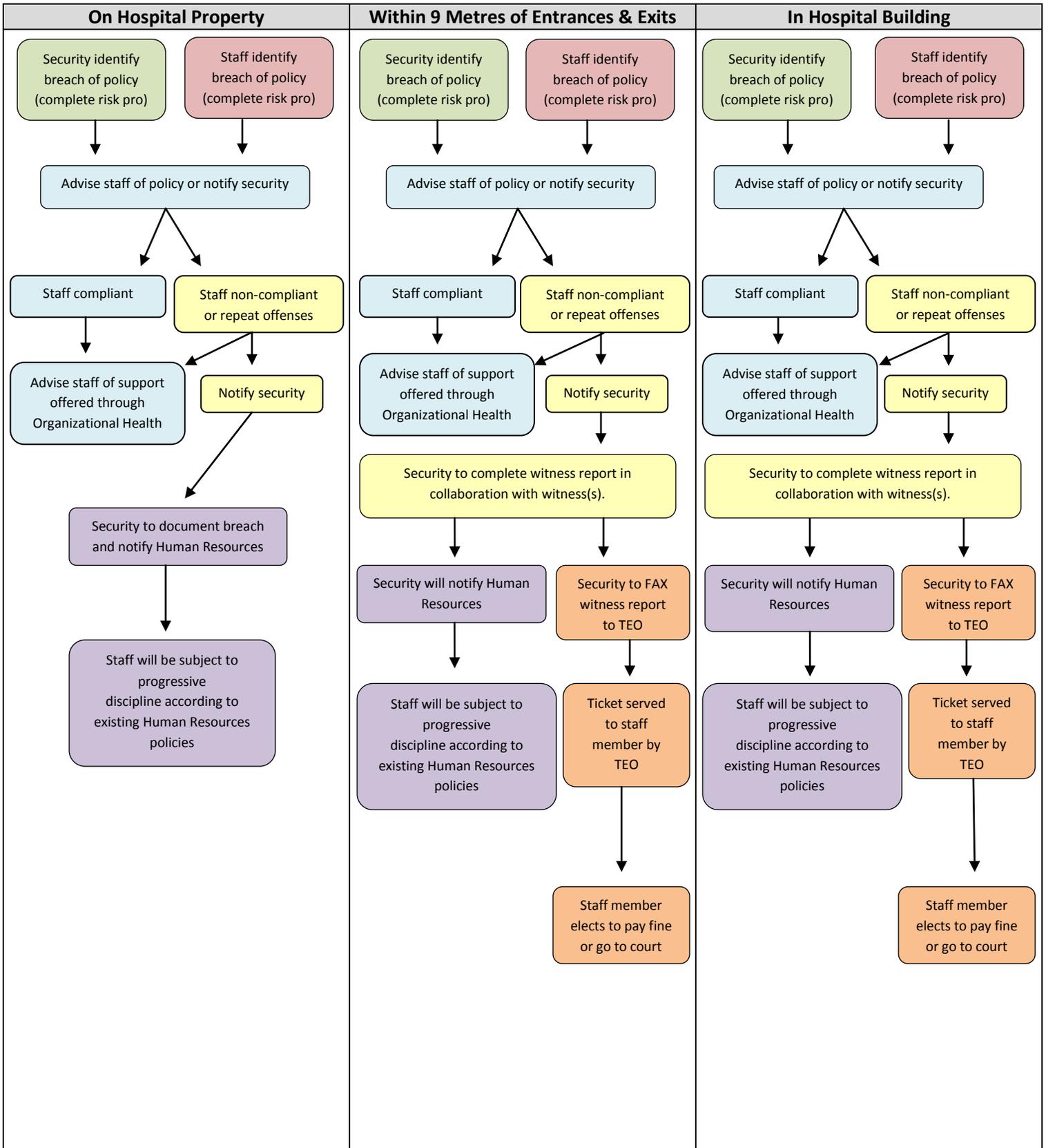
Appendix C: Compliance & Enforcement Algorithm for Visitors, Volunteers, Students, Vendors, Tenants & Contractors

Appendix D: Waiver of Responsibility: Leaving Hospital Property to Use Tobacco Products

Appendix E: Witness Report

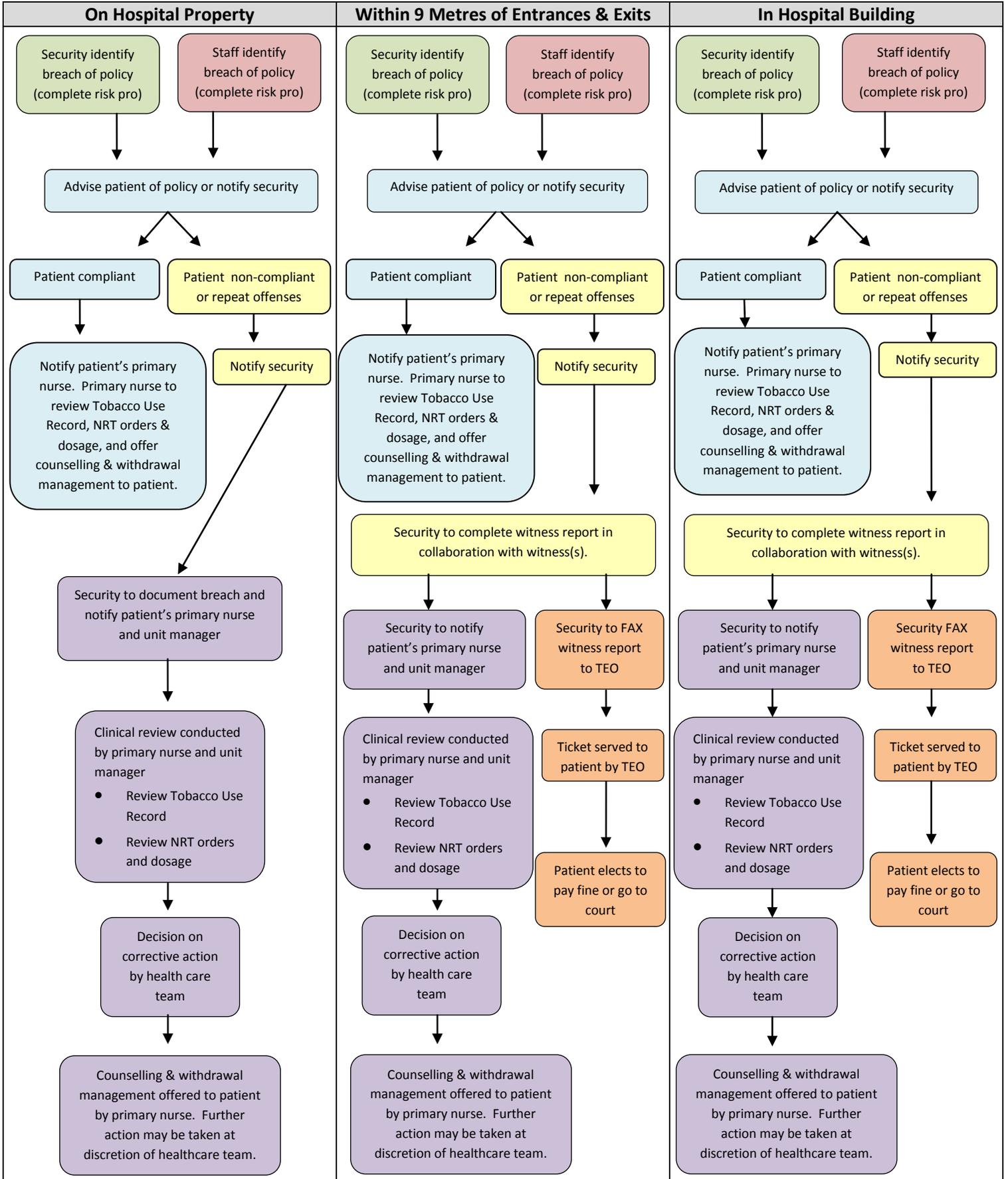
Appendix A

Compliance & Enforcement Algorithm for Staff



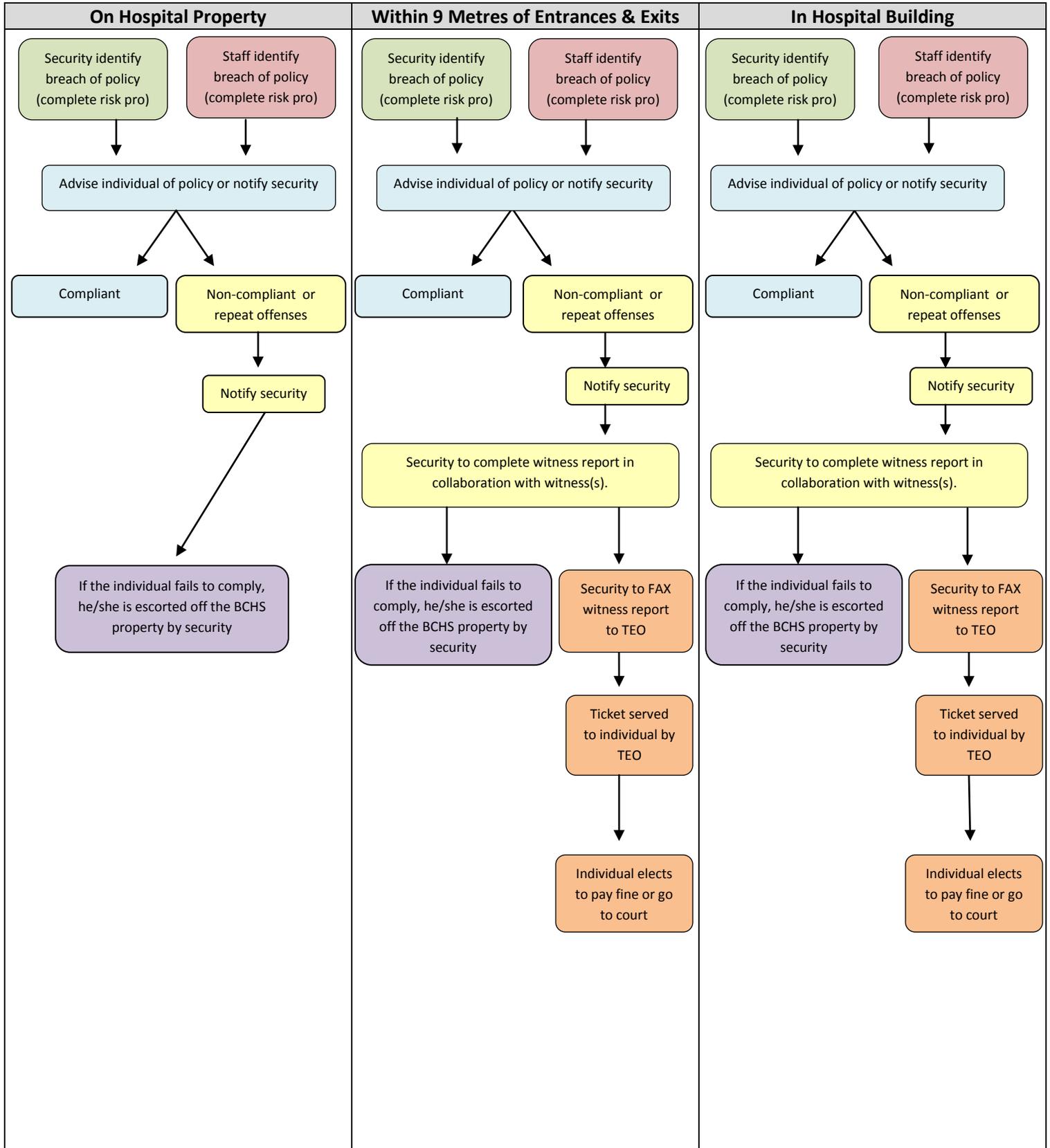
Appendix B

Compliance & Enforcement Algorithm for Patients



Appendix C

Compliance & Enforcement Algorithm for Visitors, Volunteers, Students, Vendors, Tenants & Contractors



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| Patient Information |
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Waiver of Responsibility: Leaving Hospital Property to Use Tobacco Products

I, _____ hereby release and save harmless the Brant Community Healthcare System, its officers , employees and professional staff from any claims, suits, judgments, and any form of liability which may develop from my leaving the hospital property to use tobacco products. Tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, pipes, and chew tobacco.

I am aware that the hospital provides support to patients to assist in tobacco cessation and nicotine withdrawal management.

I am also aware that the use of tobacco products is prohibited on all hospital property. 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). See reverse for a map of the Brantford General Hospital property.

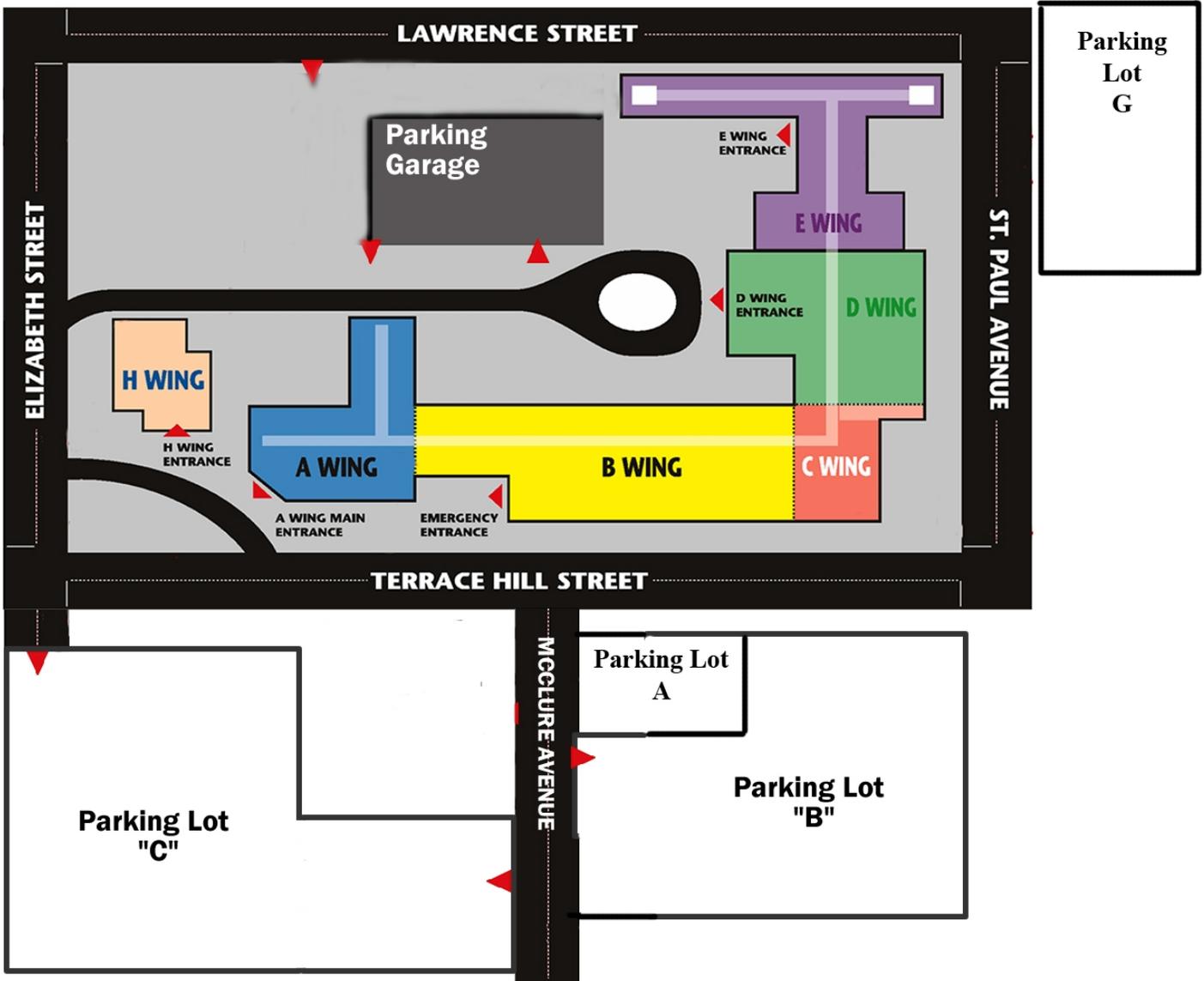
I am aware of the potential risks of leaving the hospital property to use tobacco products, including but not limited to: worsening of my medical condition(s), slipping, falling, or becoming injured. My healthcare provider has discussed these risks with me.

Signature: _____

Date: _____

Witness: _____

Map of the Brantford General Hospital Property





WITNESS REPORT

Smoke-Free Ontario Infraction



Person Observed

Name: _____
First Name Last Name

Date of Birth: _____ Telephone Number: _____
dd/mm/yyyy

Address: _____
Street Number and Street Name City Postal Code

Description of Alleged Offence

Hospital Name: Brant Community Healthcare System

Site: Brantford General The Willett, Paris

Date of Offence: _____ Time: _____ am/pm
dd/mm/yyyy

Exact location of occurrence: _____

Details of occurrence (include what was witnessed, what was said to the individual and how they responded):

Witness Information

Witness Name: _____
First Name Last Name

Witness Signature: _____ Date of Report: _____

Witness Contact Information (Telephone): _____

Report Submitted to Public Health by (print name): _____ Extension: _____

Date Submitted: _____

FAX WITNESS REPORT TO: 519-753-2140 Attn: Jeff Kowal