



POLICY NUMBER	606
ORIGINAL DATE:	07/01/2003
REVISED DATE:	12/13/2017
REVIEW/EFFECTIVE DATE:	1/1/2018
TITLE:	TOBACCO FREE WORKPLACE

POLICY

This policy applies to all CHI St. Vincent coworkers, physicians, volunteers, contractors, visitors, patients, vendors and temporary staff at all CHI St. Vincent entities and is in effect 24 hours per day, seven days a week. The CHI St. Vincent tobacco policy is the result of continuous efforts to provide the best environment possible for our patients, visitors, coworkers, physicians, contractors and volunteers. By implementing this policy, CHI St. Vincent recognizes the negative effects of tobacco and tobacco byproducts on our patients, visitors, physicians, contractors, volunteers and coworkers who seek services or work in a CHI St. Vincent facility.

PURPOSE

To eliminate the hazards of secondhand smoke for others who are on our property, even if it is outdoor. Eliminate the hazards of tobacco chemicals on clothing, hair and skin, which are then leached off into the indoor environment, causing health hazards

While CHI St. Vincent is not dictating that all coworkers, volunteers, contract personnel, contractors and physicians be non-smokers, this policy requires all individuals refrain from the use of tobacco products during work hours, during breaks and meal breaks while on CHI St. Vincent property. Coworkers who do smoke, should not report to work or return to work with the strong smell of tobacco smoke on their clothing. If a coworker reports or returns to the work area smelling of smoke, they may be asked to either:

- Go home to change before returning for the remainder of the shift; or
- Go home for the remainder of the shift.

Non-exempt coworkers will be required to clock out in these instances. Repeated occurrences of a coworker needing to go home due to this issue may result in corrective action, up to and including termination.

CHI St. Vincent coworkers will be subject to disciplinary action for the use of tobacco products anywhere on the property of CHI St Vincent during a coworkers' scheduled work shift. These areas would include but are not limited to hospital's grounds, in parking lots/parking garage, walkways, and for accessing surrounding private property for the purpose of smoking during the work shift. In keeping with the mission of CHI St. Vincent to improve the health status of all people within our community, CHI St. Vincent is committed to serve as a model for a healthy, patient-centered environment and is thereby designated a tobacco free environment. It is our responsibility to provide a tobacco-free workplace and an environment where patients, visitors, physicians and staff are as free as possible from the hazards associated with the use of tobacco products.

DEFINITIONS

Tobacco use is defined as, holding or using a lighted cigarette, cigar, or pipe of any kind, or emitting or exhaling smoke or vapor of any kind. This definition also includes the use of smokeless



tobacco, the e-cigarette and any product used (inhaled) in ways similar to the use of conventional tobacco products. Electronic cigarettes, cigars, and pipes contain no tobacco leaf or stem material, but are designed to look like conventional cigarettes, cigars, and pipes, and to produce a mist or vapor upon each inhalation by the user that resembles and tastes like the smoke produced by conventional tobacco products. And, like the conventional tobacco products, that are intended primarily for the delivery of volatilized chemical substances to affect the body's structures and functions and/or to mitigate or treat the symptoms of nicotine addiction. These products are designed with a re-chargeable battery-operated heating element that volatilizes the chemical constituents contained within replaceable cartridges. These cartridges may or may not include nicotine. The FDA states that the marketing of the "electronic" cigarettes, cigars, pipes, and their components, as described above, in the United States violates sections 505 and 501(f)(1)(B) of the Act (21 U.S.C. 355 and 351(f)(1)(B)) and are subject to enforcement action.

ENFORCEMENT

Leadership (Supervisors, Managers, Directors, Senior Leadership) is the first line of maintaining coworker and visitor policy compliance with monitoring and intervention responsibilities.

Security will watch for smoking violations during routine patrols of CHI St. Vincent buildings, properties, and grounds. Security will also respond to special requests for intervention. Security staff will also be the second line of coworker and visitor policy communication and education. In the event compliance is not forthcoming, security may request person(s) to leave the property. All coworkers are expected to take a respectful role in communicating the benefits and necessity of this policy. This includes informing violators of the policy.

The responsibility for communicating this policy is placed upon all CHI St. Vincent coworkers, physicians, students and volunteers. This responsibility is two-fold and applies to individual behavior as well as the responsibility to inform patients and guests of the policy and its related procedures. Any coworker physician, student, or volunteer observing a violation should politely and clearly inform the offender of the policy.

All leadership is responsible for consistent application of this policy in their areas. Human Resources will lend additional communication support:

- Inform employment applicants of the Tobacco Free Workplace Policy by means of a statement during the interview process.
- employment offer letter.
- Address the Tobacco Free Workplace policy during new coworker orientation.
- Address the Tobacco Free Workplace policy in leadership meetings.
- Include the Tobacco Free Workplace policy statement in the Orientation Handbook.

RECOMMENDED CESSATION PROGRAMS

We are proud of our efforts to make health and wellness a priority, and to offer steps to our coworkers, patients, and visitors toward a healthier way of life through tobacco cessation.

Our Employee Health plans and promotes programs, on an ongoing basis, to assist coworkers, contractors, volunteers, patients, physicians, and the general public to discontinue tobacco use.

Our recommendations for coworker support to discontinue the use of tobacco products include:

Provide tobacco cessation classes onsite.



Provide links to tobacco education or support websites through the CHI St. Vincent website for Coworker physicians, and volunteers seeking other resources.

POLICY VIOLATION CONSEQUENCES

Managers who are aware of coworkers taking tobacco breaks or using tobacco during work hours while on hospital's property should counsel coworkers consistent with the CHI St. Vincent Disciplinary Policy. Infractions of the Tobacco Free Workplace policy will be handled in accordance with the following progressive disciplinary process.

- **First Offense** (initial Warning): The coworker will be referred to the Employee Health Nurse to obtain information on smoking aids and support to eliminate tobacco use during work hours.
- **Second Offense** (1st Written Warning): The coworker will be referred to a tobacco cessation class.
- **Third Offense:** Written with suspension.
- **Fourth Offense:** Termination
- **Coworkers' Responsibility**
Coworkers who observe other coworkers using tobacco, may either report their observations directly to the most available security officer or report their observations to their manager who will then contact security to follow up on their observation. Security is responsible for reporting infractions to the Director of Human Resources or his/her designee. Human Resources will notify the coworker's manager so that the appropriate level of counseling is provided.
- **Security's Responsibility**
When Security observes a coworkers using tobacco, they will ask for the coworker's name, ID #, and department, remind the coworker of the Tobacco Free Workplace policy and request that s/he stop his/her use immediately. The security officer will then notify the Director of Human Resources or his/her designee, who will in turn notify the coworker's manager and disciplinary counseling will be conducted.

Scripting

Unit Situations with Patients, Families and Visitors

"Someone from the hospital took me out to smoke when I was here last time, why can't I go outside now?"

Response (For Visitor or Patients)

As of January 1, 2018, our campus became entirely tobacco free. In an effort to promote health and wellness and for your benefit and others around you, we have banned tobacco products (including smokeless tobacco and the e-cigarette) on all CHI ST VINCENT property.

Response: (For Patient)

"Would you like me to contact your nurse/physician for an order for nicotine replacement therapy while you are in the hospital? Nicotine replacement therapy will help you



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with your cravings. If you would like, I can contact our Tobacco Treatment Adviser for a consultation.”

Response: (For Visitors)

“We offer nicotine replacement products (patches, lozenges, and gum) in our Gift Shop. These products will make you more comfortable while you are visiting CHI St Vincent ”

Schedulers, Registration and Physician Office Staff response to patients.

“I’d like you to know in advance that CHI ST VINCENT property is entirely tobacco free as of January 1, 2018. Tobacco use is not permitted on any property, grounds, or parking areas. Nicotine replacement products will be available to hospitalized patients. Patients will not be allowed to leave the hospital to smoke.”

Surgery Waiting Room Staff: Family member/visitor wants to go outside to smoke while waiting for a person in surgery to go into recovery.

“All CHI ST VINCENT property, grounds, and parking areas are tobacco free. If you decide to leave the campus to smoke we will notify you on your cell phone or pager when they are out of surgery. If you don’t want to leave, you can purchase nicotine replacement products in our Gift Shop.”

Outdoor Encounters with Visitors and Patients

If you see a person using tobacco products on CHI ST VINCENT property

“Excuse me Sir (Ma’am). All CHI ST VINCENT property, grounds and parking areas are tobacco free. You can purchase nicotine gum/patches/lozenges in the Gift Shop while you are here. Would you please extinguish your cigarette, cigar, and pipe? Thank you.”

“Where am I (visitor) allowed to smoke?”

“All CHI ST VINCENT property, grounds and parking areas are tobacco free. Please leave the campus if you wish to smoke. Nicotine replacement products (gum, lozenges, and patches) are available for purchase in our Gift Shop to assist you while you are here.”

“Why are you making me leave hospital property?”

“For your health and the health of others, CHI ST VINCENT is a tobacco free campus. Many of our patients who come to this hospital have cancer or respiratory problems and their health is affected by second hand and third hand smoke. We must provide them an environment free from the impact of secondhand and residual smoke.”

“I have to have a cigarette! My loved one is very ill or just passed away.

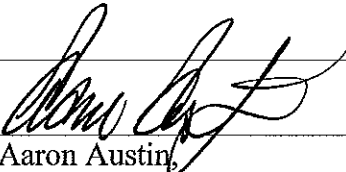


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"I'm sorry about your loved one. Is there something I can do to help?" (Provide assistance if requested) Walk away if no help is requested.

*Smoking cessation programs and incentives are available
to those who want to quit smoking.*

*Visit CHI Healthy Spirit website for more information or contact your Human Resources
Department.*

	12/13/17
Aaron Austin MKT VP Human Resources	Date: