

## Baptist Health Care

# Smoke Free Policy

### Purpose

Baptist Health Care (BHC) is dedicated to providing a safe and healthy environment for our workforce, patients, clients, customers and visitors. Our smoke-free policy is driven by our Mission to improve the quality of life for people and communities served and our strategic goals of Best People and Best Service.

### Policy

It is the policy of Baptist Health Care to maintain a smoke-free environment for the preservation and protection of all individuals who enter designated BHC facility locations. All members of the workforce have the responsibility for compliance and to do so in a way that is positive and responsive to the organization's commitment to create a safe and healthy environment.

### BHC Property

There will be no smoking on the property of Baptist Health Care at any time except as specifically noted below. This includes all non-excluded facilities owned or leased parking lots, other grounds and facilities, company vehicles, and personal vehicles while parked on BHC property. Programs and services that are co-located with vendors or that are integrated with another business will follow the smoking policy of the building owner or lease holder.

### Products covered:

- Any tobacco or other grown products, that produce smoke when consumed
- Smoke-free cigarettes (unless the use is part of an approved nicotine replacement therapy)

### Workforce

Personal compliance is the expectation and obligation of each member of the BHC workforce. The organization's workforce includes all paid employees, volunteers, contracted staff, medical and allied health staff, and their support staff.

Employees may not leave the campus or grounds of the facility in which they work while on their work shift to take a smoke break. In addition, employees are expected to be conscientious of scents created by smoking and to be considerate of patients, customers, other visitors and their co-workers by refraining from smoking while on meal breaks taken away from the worksite. Offensive smells created by tobacco smoke will be treated in accordance with the BHC Dress Code Policy. In the event a violation of the policy occurs, employees will be subject to counseling up to and including the organization's progressive disciplinary policy.

The organization will make every effort to support employees by providing information for resources available.

The BHC workforce is empowered and expected to communicate this policy with courtesy and diplomacy to other employees, patients and clients, visitors, vendors and other stakeholders. If the individual persists, management should be contacted for additional assistance.

## **Patients and Clients**

The organization will communicate the smoke free policy with all patients/clients seeking services at time of registration or admission, through facility signage and through other patient/client communication resources.

Patients/clients will not be permitted to smoke while on the campus. Smoking cessation materials will be provided to those individuals admitted to inpatient services and physicians may be contacted to request smoking cessation products.

If an employee observes a patient/client smoking, the individual will be reminded of the policy and asked to refrain from smoking. If the patient/client persists, management should be contacted for additional assistance.

Should the patient/client leave the campus while admitted, then it is classified as “against medical authorization,” and the manager of the unit must be contacted for appropriate intervention.

## **Visitors, Vendors and Contractors**

The organization will communicate with all individuals visiting campus facilities through facility signs, written notices (i.e. invoices, payments, etc.) and other communication resources such as community newsletters.

All individuals will be asked to respect the organization’s smoke-free policy. Employees observing a policy violation are asked to remind visitors of the organization’s policy and to seek management’s assistance when necessary.

## **Leader Responsibility**

Baptist Health Care leaders are expected to provide education about this policy and to ensure that the policy is implemented and consistently enforced.