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| CATEGORY: | ORGANIZATIONAL – CLIENT/COMMUNITY RELATIONS |
| SUB-CATEGORY: | COMMUNITY RELATIONS WITH WESTERN HEALTH |
| GROUP: | |
| DISTRIBUTION: | ALL STAFF |
| TITLE: | SMOKE - FREE PROPERTIES |

PURPOSE

Western Health is committed to providing a smoke-free environment for its patients, clients, residents, employees, physicians, volunteers, students, visitors and the general public by:

- Offering tobacco cessation counseling and referral,
- Protecting all from tobacco smoke on Western Health property,
- Supporting employees in adopting healthy lifestyles, and
- Providing leadership in tobacco reduction initiatives.

POLICY

Smoking in any form (such as cigarettes, cigars, pipes, e-cigarettes, etc.) is not permitted in or on all Western Health owned or operated premises and facilities including the interior, exterior grounds and parking lots. Smoke-free grounds will be clearly indicated by appropriate signage on exterior grounds and in waiting areas where at all possible. For any lease agreements entered into on behalf of Western Health, Facilities staff must ensure that the building meets the *Smoke-Free Environment Act 2005* and must promote smoke-free properties.

All clients, patients, residents, employees, physicians and visitors must comply with the smoke-free properties policy. Employees must not facilitate a client/patient/resident’s smoking. For example, employees must not escort a client/patient/resident to the property perimeter so the client/patient/resident can smoke.

All clients, patients, residents, employees, physicians, volunteers and the general public have shared responsibility for supporting and complying with the Smoke-Free Properties policy.

Only the electronic version of this policy is to be considered current. Paper copies may be outdated. This policy is uncontrolled when printed.

Supporting compliance of this policy is the responsibility of all staff. Employees will be provided with education, tools, and resources to help effectively communicate this policy.

The smoke-free properties policy applies to the following categories of Western Health owned and/or operated facilities/sites:

- a) Hospitals
- b) Rural Health Centres
- c) Medical Clinics
- d) Long Term Care Centres
- e) Community Based Services/Office buildings
- f) Parking lots and vehicles parked on Western Health property.
- g) All Western Health outbuildings, such as sheds, etc.
- h) Accommodations (staff and physicians):
 - Transient (< 3 months) accommodations
 - Accommodations physically attached to health facilities
 - Multi unit accommodations
 - Single unit accommodations: Smoking is not permitted indoors but tenants are not required to go off the property.
- i) Vehicles owned, operated or leased by Western Health no matter where they are located.

PROCEDURE

A. Clients/Patients/Residents:

Inpatients

1. Inpatient staff will screen all patients for tobacco use upon admission. Tobacco use will be documented in the inpatient health record or physician's progress notes.
2. Inpatient staff will provide a supportive environment to inpatients who smoke during their involuntary tobacco abstinence, including referral to smoking cessation programs. To manage withdrawal symptoms, nicotine replacement therapies (NRTs) will be offered and prescribed where appropriate (in the form of nicotine patch or gum). These resources are available through Pharmacy Services as per the current drug formulary.
3. As appropriate, inpatient staff will refer patients for smoking cessation support in keeping with the [Smoking Cessation Support: Community Action and Referral Effort \(CARE\) policy # 6 – 01 – 25.](#)
4. Patients who wish to leave the premises for any purpose, including smoking, do so at their own risk.

Outpatients

1. Outpatient staff, as part of their health assessment, will screen outpatients for tobacco use. Tobacco use will be documented in the outpatient care record.
2. As appropriate, outpatient staff will refer outpatients/clients for smoking cessation support in keeping with the [Smoking Cessation Support: Community Action and Referral Effort \(CARE\) policy # 6 – 01 – 25.](#)
3. Outpatients who wish to leave the premises for any purpose, including smoking, do so at their own risk.

Residents

1. In accordance with, [policy 17-05-180](#), long term care staff will screen residents for tobacco use upon admission. Tobacco use will be documented in the long term care health record.
2. Long term care staff will provide a supportive environment to residents who smoke during their involuntary tobacco abstinence, including referral to smoking cessation programs. To manage withdrawal symptoms, nicotine replacement therapies (NRTs) will be offered and prescribed where appropriate (in the form of nicotine patch or gum). These resources are available through Pharmacy Services as per the current drug formulary.
3. As appropriate, long term care staff will refer patients for smoking cessation support in keeping with the [Smoking Cessation Support: Community Action and Referral Effort \(CARE\) policy # 6 – 01 – 25.](#)
4. Residents who wish to leave the premises for any purpose, including smoking, do so at their own risk.

Clients

1. Community staff, as part of their health assessment, will screen clients for tobacco use. Tobacco use will be documented in the client care record.
2. As appropriate, community staff will refer clients for smoking cessation support in keeping with the [Smoking Cessation Support: Community Action and Referral Effort \(CARE\) Policy # 6 – 01 – 25.](#) This referral will be documented in the health record.
3. Clients, who wish to leave the premises for any purpose, including smoking, do so at their own risk.

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4. For staff who work in clients' homes, please refer to [Smoke-Free Environment For Home Based Service Provider Policy # 6 – 01 – 21](#).

B. Employees and Physicians: Smoking Cessation Support

As appropriate, a workplace smoking cessation program may be offered to employees and physicians. The program includes self-help materials and referral to the Smokers' Helpline in keeping with the [Employee Smoking Cessation Support Policy # 3-04-40](#).

C. Compliments and Complaints

1. All staff must document compliments and complaints with respect to this policy and its implementation, from clients, patients, residents and other members of the public through the existing compliments and complaints process, [policy #6-04-60](#).
2. Supervisors must document all compliments and complaints with respect to this policy from employees through the existing compliments and complaints process, [policy #6-04-60](#).

LEGISLATIVE CONTEXT

Smoke Free Environment Act 2005

KEYWORDS

Smoke Free Properties, Smoking Cessation Support, Community Action and Referral Effort (CARE)

REFERENCES

Eastern Health Smoke-Free Environment Policy

Central Health Smoke Free Properties Policy

Labrador-Grenfell Health Smoke-Free Premises Policy

Newfoundland and Labrador Smokers’ Helpline CARE program

Western Health Smoking Cessation Support: Community Action and Referral Effort (CARE) Policy # 6 – 01 – 25.

Western Health Smoke-Free Environment for Home Based Service Provider Policy # 6 – 01 – 21.

Western Health Employee Smoking Cessation Support Policy # 3-04-40

[Western Health Smoke Free Environment Long Term Care Policy # 17-05-180](#)

TO BE COMPLETED BY STAFF IN INFORMATION AND QUALITY

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| Approved By: Chief Executive Officer | Maintained By: VP Population Health and Human Resources |
| Effective Date: 30/May/2008 | <input type="checkbox"/> Reviewed: <input checked="" type="checkbox"/> Revised: 24/February/2016 |
| Next Review Date: 24/February/2018 | <input checked="" type="checkbox"/> Replaces 6 – 01 – 20 Smoke Free Work Environment (WHCC) AD-S-451 Smoking – Entrances/Exits (WHCC) AD-S-450 Smoking – Public Entrances |