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

## **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 our employees in adopting healthy lifestyles, and
- providing leadership in tobacco reduction initiatives.

## **POLICY**

Smoking 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. 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 unless they are located in an exempted area. 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.

In areas where security staff exists they must patrol entrances and grounds to ensure that all persons are in compliance with the policy. At sites where security services are not provided, management must enforce the policy.

Employees who do not comply with the policy are subject to disciplinary action as per collective agreements and the organization's human resources policies. Employees who continue to violate this policy may be subject to discharge. Subject to operational requirements, employees may be permitted to attend Smoking Cessation Group classes on work time.

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

- a) Hospitals
- b) Health Centres
- c) Community Clinics
- d) Long Term Care Facilities (staff only)
- e) 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.

**Exemptions:**

- a) Buildings not owned or operated by Western Health such as leased space, which may have multiple tenants, and the landlord cannot provide a smoke free property because of other lease requirements.
- b) Long Term Care facilities with respect to residents may be phased in dependent on regulations/legislation.
- c) Patients on the Mental Health Unit at Western Memorial Regional Hospital.

**PROCEDURE**

**A. Clients/Patients/Residents:**

**Inpatients**

1. Inpatient staff must advise all patients of the smoke free properties policy and their obligations under the policy on admission. This discussion must be documented in the inpatient health record.
2. Inpatient staff must screen all patients for tobacco use upon admission. Tobacco use must be documented in the inpatient health record or physician's progress notes.

3. Inpatient staff must provide a supportive environment to inpatients who smoke during their involuntary tobacco abstinence, including referral to smoking cessation programs.
4. Voluntary patients who wish to leave the premises for any purpose, including smoking, do so at their own risk.
5. 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.

### **Outpatients**

1. Outpatient staff must advise all outpatients/clients of the smoke free properties policy and their obligations under the policy on registration and/or admission. This discussion must be documented in the health record.
2. Outpatients who wish to leave the premises for any purpose, including smoking, do so at their own risk.
3. 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.

### **Residents**

1. Long term care staff must advise all new applicants of the smoke free properties policy and their obligations upon admission to long term care.
2. Long term care staff must provide a supportive environment to residents who smoke including provision of smoking cessation support in keeping with the *Smoking Cessation Support: Community Action and Referral Effort (CARE)* policy # 6 – 01 – 25.
3. Residents who wish to smoke must smoke in a designated area, and do so at their own risk. Long term care staff must inform families and residents of the lack of supervision in the designated smoking area.

### **Clients**

1. Community staff must post the smoke free properties signage in all waiting areas to advise clients of the smoke free properties policy and their obligations under the policy.
2. Clients who wish to leave the premises for any purpose, including smoking, do so at their own risk.
3. 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.
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 Help Line in keeping with the *Smoking Cessation Support: Community Action* and Referral Effort (CARE) policy # 6 – 01 – 25.

**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 complaints process.
2. Supervisors must document all compliments and complaints with respect to this policy from employees through the existing complaints process.

**LEGISLATIVE CONTEXT**

Smoke Free Environment Act 2005

**KEYWORDS**

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

Approved By: Chief Executive Officer	Maintained By: Chief Operating Officer – Secondary Services
Effective Date: 30/May/2008	Reviewed: Revised: <i>(Date of most recent changes to the policy)</i>
Review Date: 30/May/2011	<input checked="" type="checkbox"/> Replaces 6 – 01 – 20 Smoke Free Work Environment