

SMOKE-FREE ENVIRONMENT POLICY	Administration ADM-135
Issuing Authority (sign & date)	David Diamond, President and Chief Executive Officer Signed by David Diamond Dated October 16, 2018
Office of Administrative Responsibility	Human Resources Program and Policy Development
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Overview

Over the past 25 years comprehensive tobacco control initiatives such as legislation, taxation, policy enforcement, education/awareness, and support for people to quit smoking have resulted in a reduction in tobacco use in Canada.¹ Despite significant progress smoking remains the leading cause of preventable illness, disability and premature death in Canada.² Reducing the tremendous toll caused by tobacco use is a shared responsibility.

As a leader in the health sector, Eastern Health is committed to building a healthy workplace for its employees and promoting and supporting health among the people and communities of the eastern region.

In accordance with our vision of *Healthy People, Healthy Communities*, Eastern Health promotes and supports an environment free from tobacco, cannabis (marijuana) and vapour products (electronic cigarettes also known as e-cigarettes) for its employees, physicians, clients, patients, residents, visitors, students, volunteers, outside user groups and all other agents of Eastern Health.

POLICY

It is the policy of Eastern Health to provide a tobacco and smoke-free environment. Eastern Health prohibits the use of all tobacco, cannabis (marijuana) and vapour products (electronic cigarettes also known as e-cigarettes) on properties owned and leased by Eastern Health, including the buildings, grounds and parking lots (including all vehicles parked therein). All must comply with the Smoke-Free Environment Policy and have a shared responsibility for supporting the policy.

The following are exemptions to the Smoke-Free Environment Policy.

1. Leased building/facilities shared with other agencies where the landlord cannot provide a smoke-free property because of other lease requirements. For any lease agreements entered into on behalf of Eastern Health, the building must meet the requirements of the Smoke-Free Environment Act, SNL2005, c.S-16.2, including any future amendments or changes to the legislation and must, in addition, feature a smoke-free environment as per this policy.
2. Residential cottages owned and operated by Eastern Health are exempt from this policy.

Scope

This policy applies to all employees, physicians, clients, patients, residents, visitors, students, volunteers, outside user groups and all other agents of Eastern Health. The Smoke-Free Environment Policy applies to the following categories of Eastern Health owned and operated facilities/sites, including leased facilities/sites where Eastern Health is the only tenant:

- a. Hospitals
- b. Hostel
- c. Mental health and addictions facilities
- d. Community health centers/clinics/offices
- e. Long term care facilities
- f. Office buildings
- g. Parking lots/garages
- h. Vehicles parked on Eastern Health property
- i. All Eastern Health outbuildings, such as sheds, workshops, etc.
- j. Accommodations (employees and physicians) owned by Eastern Health:
 - 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.
- k. Vehicles owned, operated or leased by Eastern Health no matter where they are located.

Taxis hired under tender by Eastern Health must be smoke-free, and this policy applies as required to those vehicles.

Client homes, where home-based services are being provided, must be smoke-free, and this policy applies as outlined in Section C of Patient/Resident/Client Services.

Purpose

To provide an environment free from tobacco, cannabis (marijuana) and vapour products (electronic cigarettes also known as e-cigarettes) that promotes and supports the health of Eastern Health employees and the people we serve as well as the vision of Eastern Health for “*Healthy People, Healthy Communities.*”

Procedure

Patient/Resident/Client Services

A. Inpatient Services

- Admission booklets outline the Smoke-Free Environment Policy.
- Eastern Health employees responsible for the admitting process must advise all patients and or family designates during the admission process of the Smoke-Free Environment Policy and their obligations under this policy.
- 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. As a minimum intervention to support tobacco cessation, staff refers patients, upon consent, to the Newfoundland and Labrador Lung Association Smokers’ Helpline via the Community Action and Referral Effort (CARE) Program.
- During their hospital stay, inpatients are offered nicotine replacement therapy, if appropriate.
- Patients who wish to leave Eastern Health property to smoke do so at their own risk and must advise an employee they are leaving the property to smoke. Employees must not facilitate inpatient smoking. For example, employees must not escort the patient to the property perimeter so that the patient can smoke.

B. Ambulatory Services

- Eastern Health employees responsible for ambulatory services must advise all ambulatory patients/clients of the Smoke-Free Environment Policy and their obligations under the policy upon registration or initial contact.
- Ambulatory patients/clients who wish to leave Eastern Health property to smoke must do so at their own risk. Employees must not facilitate patient/client smoking. For example, employees must not escort the patient to the property perimeter so that the patient can smoke.

- Ambulatory staff must screen all patients/clients for tobacco use upon admission. Tobacco use must be documented in the patient/client health record or physician's progress notes. As a minimum intervention to support tobacco cessation, employees providing ambulatory services refer patients, upon consent, to the Newfoundland and Labrador Lung Association Smokers' Helpline via the CARE Program.

C. Home-Based Client Services

- Eastern Health employees responsible for home-based client services must advise all clients of the Smoke-Free Environment Policy upon referral to the service and the client's obligations under the policy.
- Expectation of the client under the Smoke-Free Environment Policy is communicated to the client prior to a visit from the Eastern Health employee where possible. This may be written or verbal depending on the nature of the service and the normal method of communication used by a program with its clients.
- Clients and others in the home are requested to refrain from smoking for one hour prior to and during the visit from the Eastern Health employee. If the client does not comply with the policy, alternate service options are explored with the program manager if the delay is deemed not to result in a risk to the client's health or safety.
- If an employee, in consultation with the program manager, determines that the risk of service delay to the client's health or safety is greater than that to the employee, the service is provided and appropriate documentation completed (Employee Incident/Accident Form (See Policy HR-08-(o)-080).
- As a minimum intervention to support tobacco cessation, Eastern Health employees should refer clients, upon consent, to the Newfoundland and Labrador Lung Association Smokers' Helpline via the CARE Program.

D. Long Term Care (LTC) Services

- During the assessment for placement, Eastern Health staff must advise all new applicants of the Smoke-Free Environment Policy and their obligations upon admission to LTC.
- All LTC residents who smoke tobacco are supported in their efforts to quit. Upon consent from the resident, referral to the Smokers' Helpline and access to appropriate prescribed nicotine replacement therapies (NRT) are provided.
- Residents who wish to leave Eastern Health property to smoke must do so at their own risk and must advise an employee they are leaving the property to smoke. Employees must not facilitate resident smoking. For example, employees must not escort the resident to the property perimeter so that the resident can smoke.

E. Exceptional Case Exemptions

- Exceptional case exemptions should be rare and exemptions are considered on a case-by-case basis. In the palliative, mental health and long-term care settings exceptional case exemptions are considered within

pre-set parameters supported by clinical assessment and recommendations. Requests for exemption must be submitted to the director for the specific program area for review and approval.

Employees, Agents, and Physicians

- All employees and agents including physicians must adhere to the Smoke-Free Environment Policy, and as per the policy, refrain from using all tobacco, cannabis (marijuana) and vapour products (electronic cigarettes) while on Eastern Health property or in vehicles to which this policy applies.
- A comprehensive tobacco smoking-cessation program is offered to all employees and physicians through the Employee Family Assistance Program (EFAP). The program includes self-help materials, referral to Smokers' Helpline (SHL) and subsidized nicotine replacement therapy.
- One course of nicotine replacement therapy per year is subsidized at 80% for each employee or physician who smokes, provided that the individual has been referred to the Smokers' Helpline (SHL) by the EFAP and provides original receipts from the purchase of NRT.
- All recruitment material and letters of appointment refer to the Smoke-Free Environment Policy.
- Information on the Smoke-Free Environment Policy is included at all general orientation sessions for employees and physicians.

Visitors, Volunteers and Students

- All visitors, students and volunteers must adhere to the Smoke-Free Environment Policy, and as per the policy, refrain from using all tobacco, cannabis (marijuana) and vapour products (electronic cigarettes) while on Eastern Health property or in vehicles to which this policy applies.
- Information on the Smoke-Free Environment Policy is included at orientation sessions for volunteers and students, where applicable.

Outside User Groups

- All outside user groups must adhere to the Smoke-Free Environment Policy, and as per the policy, refrain from using all tobacco, cannabis (marijuana) and vapour products (electronic cigarettes) while on Eastern Health property or in vehicles to which this policy applies.
- Eastern Health employees who book space to outside user groups must advise these user groups of the Eastern Health Smoke-Free Environment Policy and their obligations under this policy.

All Agents of Eastern Health

- All agents contracted by Eastern Health must adhere to the Smoke-Free Environment Policy, and as per the policy, refrain from using all tobacco, cannabis (marijuana) and vapour products (electronic cigarettes) while on Eastern Health property or in vehicles to which this policy applies.
- Eastern Health must advise all agents of the Smoke-Free Environment Policy and their obligations under this policy.

Compliance, Monitoring and Enforcement

- All Eastern Health employees, physicians, clients, patients, residents, visitors, students, volunteers, outside user groups and all agents of Eastern Health have a shared responsibility for supporting and complying with the Smoke-Free Environment Policy.
- All Eastern Health employees are expected to support and enforce the Smoke-Free Environment Policy.
- All Eastern Health employees can report any breaches to the policy using the Incident Report form (Policy HR-0H-(o)-080).
- Management is expected to enforce this policy among employees, clients, patients, residents, visitors, students, volunteers, outside user groups and all agents of Eastern Health.
- In areas where dedicated security staff exists, they patrol entrances and grounds to ensure that all persons are in compliance with the policy.

Compliments and Complaints

- All compliments and complaints regarding the Smoke-Free Environment Policy and its implementation are received from patients, residents, clients, and members of the general public through the existing complaints process by contacting the Consumer Feedback Line at 777-1399 or 1-877-444-1399.
- Compliments and complaints from employees, physicians, students and volunteers go through a manager.
- Managers must document all compliments and complaints from employees with respect to this policy through the existing complaints process.

Roles and Responsibilities

Members of Executive Team:

- To support and comply with the policy.
- To promote and maintain a healthy work environment.
- To approve the policy.
- To ensure there are mechanisms in place to implement, monitor, and evaluate this policy.
- To respectfully enforce the policy. Where a breach of policy is observed, approach individuals observed smoking, advise them on the policy and request that they discontinue smoking.

Managers/Clinical Chiefs/Volunteer Coordinators:

- To support and comply with the policy.
- To communicate and discuss the policy with staff, volunteers, physicians and agents.
- To respectfully enforce the policy. Where a breach of policy is observed, approach individuals observed smoking, advise them on the policy and request that they discontinue smoking.
- To advise employees who smoke tobacco of the smoking-cessation services being offered.

Employees/Physicians:

- To support and comply with the policy.
- To refer patients/residents/clients to the Smokers' Helpline (SHL) through the Community Action and Referral Effort (CARE) as appropriate.
- To respectfully enforce the policy. Where a breach of policy is observed, approach individuals observed smoking, advise them on the policy and request that they discontinue smoking.
- To report any incidents of smoking to managers of Eastern Health.

Volunteers, Students and Agents of Eastern Health:

- To comply with the policy.

Protection Services:

- In areas where dedicated security staff exists, patrol entrances and grounds to ensure that all persons are in compliance with the policy. Security will respectfully enforce the policy. Where a breach is observed, approach individuals observed smoking, advise them of the policy and request that they discontinue smoking.

Infrastructure Support:

- To ensure signage is in place and maintained to support implementation of the policy.

Materials Support:

- To ensure new lease agreements entered into on behalf of Eastern Health meet the requirements of the Smoke-Free Environment Act, SNL2005, c.S-16.2 and must, in addition, promote a smoke-free environment as per this policy.
- To ensure that any tender for services at Eastern Health outlines the Smoke-Free Environment Policy and that the successful vendor agrees to comply with the policy.

Corporate Communications:

- To ensure that multiple communication tools and channels are available and used to communicate the policy to all internal and external stakeholders.

Health Promotion:

- To support the development, implementation and evaluation of the policy.

Human Resources:

- To provide Eastern Health union groups with information about the policy.
- To support managers in conducting investigations and administering discipline, as appropriate, for breach of the policy.

Workplace Health Safety and EFAP:

- To support the development and implementation of the policy.
- To promote the policy as part of the Healthy Workplace Framework.

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- To manage and administer the employee smoking-cessation program.
 - To communicate with Occupational Health and Safety Committees about the policy and ensure their support of the policy.

Guideline

Program/department guidelines related to *Exceptional Case Exemptions* are under development.

Supporting Documents *(References, Industry Best Practice, Legislation, etc)*

- Final Report Ethics Consultation - Smoke-Free Environment Policy 2009
- Provincial Tobacco Reduction Strategy 2013-2017
- Smoke-Free Environment Act 2005
- Eastern Health Policy-Employee Incident/Accident Reporting HR – 08-(o)-080
- Smoke-Free Policy – Central Health
- Smoke-Free Properties Policy – Western Health
- Smoke-Free Environment Policy – Labrador-Grenfell Health
- Cannabis Control Act

Linkages

- Healthy Workplace Framework
- HR-ER-090 Impairment in the Workplace
- Medical Marijuana Guidelines

Key Words

- Smoke-Free Environment, Tobacco-Free Environment, Smoking, Tobacco, Smoke, Cannabis, Marijuana

Definitions & Acronyms

Agent(s)	A person, other than an employee, authorized by Eastern Health to act on its behalf. This term includes physicians, volunteers, pastoral care workers as well as staff of contractors and other persons working within Eastern Health facilities or affiliated with Eastern Health.
Ambulatory Services	Health services provided on an outpatient basis to patients/clients who visit a hospital or another health services facility and depart after treatment on that same day.
Cannabis (Marijuana) Products	Any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, including unprocessed, dried or edible forms.
CARE	Community Action and Referral Effort (smoking-cessation support)
EFAP	Employee and Family Assistance Program
NRT	Nicotine replacement therapy
Outside User Groups	Any group not affiliated with Eastern Health who utilizes our facilities.
SHL	Smokers' Helpline
Smoking	The use of a product (tobacco, cannabis or otherwise) which emits smoke or a vapour.
Tobacco Products	Any product or products made from tobacco leaves, including, but not limited to, cigarettes, cigars, spit (tobacco chew/snuff), or pipe tobacco.
Vapour Products (Electronic cigarette or E-Cigarette)	A cylindrical device which imitates tobacco products, such as a cigar or cigarette, but does not contain tobacco. Each device contains a vaporization system which, when engaged, turns the content of a liquid cartridge into vapour.