

Policy Title: TOBACCO FREE POLICY

Departments Affected: Admin/HR

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Original Date: April 2007 (In Effect July 1, 2007)

Revised: 11/05/2013

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PURPOSE:

Burnett Medical Center's (BMC's) mission is to provide outstanding care by building relationships with our communities for healthy living. This Tobacco Free Policy is designed to further BMC's mission.

The health hazards of tobacco are well known within the medical community. Tobacco use is the number one cause of preventable illness and death in Wisconsin and across the nation. The use of tobacco products in and around our campus portrays an image that is inconsistent with our role as a health care leader in the community. Furthermore, it promotes an unhealthy environment for our patients and employees. Assisting our employees, our patients, and our visitors to be tobacco-free is consistent with our primary purpose of improving the health of the communities we serve. To that end, BMC offers the Freedom from Smoking Clinic to patients and staff.

SCOPE:

This policy applies to **all** patients, visitors, employees, vendors, providers, and customers.

POLICY:

- The sale or use of tobacco products (including cigarettes, electronic cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) is prohibited in or on all BMC owned or leased buildings, grounds, parking lots, or vehicles. *No exceptions to this Policy will be granted.
- Employees will **not** be allowed to use tobacco products during their paid work time and are strongly encouraged not to use tobacco products during their unpaid break time (lunch/supper). Smoke odors on an employee while on the BMC campus that are offensive to a reasonable person (as determined by a supervisor or manager and human resources) will not be tolerated. In such cases, the employee will be asked to leave and take steps to eliminate the offending odors before he or she can return. (Cross reference: Dress Code Policy)
- Employees are prohibited from using tobacco products on the BMC campus, including its parking lots and the sidewalks and streets directly adjacent to the campus. Employees should refrain from smoking near the campus on a scheduled workday in a manner that

inconveniences local businesses or residents. Signs will be posted at strategic locations around the facility to notify staff, visitors, and patients of this Policy.

- Patients will be informed of this Tobacco-Free Policy upon arrival or as soon thereafter as is medically appropriate.
- Patients will be informed of the Tobacco-Free Policy on admission by the admitting nurse and postings in or on BMC's grounds
- No Provider with privileges at BMC may write orders for a patient to use tobacco products on BMC's campus. *There will be **no** exceptions to this rule.
- All employees are authorized to communicate this Policy with courtesy and diplomacy to other employees, patients, and visitors. If an employee is uncomfortable with approaching an individual and/or behavior doesn't change, this may be brought to the attention of their immediate supervisor.
- Department supervisors and managers are expected to educate employees about this Policy and ensure that the Policy is implemented and enforced. BMC's managers and supervisors are expected to monitor and enforce this Policy.
- Use of tobacco products is prohibited in all company vehicles at all times.
- Compliance with this Policy is expected by every employee and employees who violate this Policy will be subject to discipline in accordance with BMC's disciplinary policies.

Concurred By

Date Approved
