Title: NO SMOKING POLICY

Policy #: EOC- 16

Purpose:
To protect patients, visitors, and employees from safety and health hazards of smoking.

To give support to the BIDMC mission of improving health and recognize that smoking, the appearance of smoking by using electronic devices and use of any other tobacco products pose significant present and future risk to the health of the community.

To provide information and support to patients, visitors and staff in order to comply with this policy and to support opportunities for cessation.

Scope: This policy applies to all BIDMC employees, patients, visitors and all others that are on BIDMC owned property, both outside and inside all buildings. For all leased locations, refer to Procedure section #10.

Definitions

Smoking – holding a lighted cigar, cigarette, pipe or other lighted smoking device. Use of electronic cigarette/cigar/pipe-like devices of any type is also considered smoking.

Staff – for the purpose of this policy, all BIDMC employees while in BIDMC facilities or on grounds of those facilities and to include other practitioners, contractors, subcontractors, temporary employees, students and all research staff.

Policy Statements:

1. Smoking is a safety and health hazard. Holding/using a lighted cigar, cigarette, pipe or other smoking type device in BIDMC buildings and on BIDMC grounds, parking lots, garages, streets and any other property owned by BIDMC is strictly prohibited. This includes all sidewalk areas by entrances and exits. (See Attachment A: BIDMC East & West Property Lines).

2. Electronic cigarette/cigar/pipe-like devices of any type are also prohibited from use. These devices closely resemble lit devices by having an electronic glowing tip and emitting a smoke-like vapor. These characteristics, along with

the visual image of a person actively smoking, have the potential to cause confusion with actual use of cigarettes/cigars/pipes leading to a violation of our no smoking policy. Patients requesting use of these devices for nicotine replacement should be medically screened and have ordered approved interventions.

3. There is zero tolerance for use of such lighted or electronic devices inside BIDMC and outside on BIDMC property. Violator(s) will be immediately required to extinguish/stop using any lighted or electronic device. Further action will depend on the location and the individual(s) involved.

4. If a staff member who has been informed of these smoking policy standards does not comply, he/she shall be subject to disciplinary action (refer to PM-04 Corrective Action Policy).

5. BIDMC discourages the use of tobacco products within the visual periphery of all BIDMC buildings, even if beyond hospital property.

6. Signage to this effect shall be posted and maintained throughout.

7. It is the responsibility of all BIDMC staff to enforce the no smoking policy; every employee should courteously inform any person(s) violating the policy of the smoking restrictions at BIDMC.

Procedure(s) for Implementation

1. All patients who are admitted to the hospital will be informed of BIDMC's no smoking policy. Primary responsibility for assessment and treatment rests with those providing care and treatment.

2. Patients who require hospitalization need a level of monitoring that can only be provided in the acute care setting by the health care team. In order to optimize patient safety, patients may not leave the inpatient unit during their hospitalization except when traveling for diagnostic tests/treatments. Therefore, inpatients should not leave the unit to smoke and if they do, they are leaving against medical advice. Staff will document such departures and patients must go beyond hospital property to smoke. Refer to CP-29 Inpatients Leaving the Unit.

3. For staff, BIDMC is committed to providing healthy lifestyle role modeling for its community. All staff that use tobacco products are encouraged to utilize smoking cessation programs through insurance companies and/or within the community.

4. Use of tobacco products by staff may occur during normally scheduled breaks

and must take place off hospital property. Staff needs to be considerate of our neighbors and public areas shared by non-smokers. Staff that is having difficulty complying with the BIDMC tobacco/electronic device free campus should be reminded of this policy by their respective managers and given information regarding programs/resources offered.

5. Smoke Free at BIDMC brochure is readily available summarizing BIDMC's no smoking philosophy and contains no smoking resource information.

6. Smoking "outposts" and other such containers located at building entrances are **ONLY** intended for the immediate and safe disposal of smoking materials.

7. Departments are responsible for ensuring all staff, visitors, patients and others adhere to this policy.

8. It is the expectation that all employees will participate in monitoring and enforcing the no smoking policy. Staff is expected to, and has the authority to, request that a smoker/user of an electronic smoking device immediately extinguish/stop using any smoking materials. Smokers may relocate to non-BIDMC property. Public Safety is to be contacted if such efforts are not successful.

9. The Department of Public Safety will make all reasonable efforts to enforce this no smoking policy and has full authority to intervene with staff, patients and visitors. If smoking on BIDMC property, Public Safety will request smokers to leave the BIDMC premises.

10. Smoking is not permitted by staff at any offsite buildings owned by BIDMC. For sites/buildings co-owned or leased by BIDMC, there may be exceptions to this policy. In addition, since some buildings are not owned by BIDMC, the following general rules apply. More specific information and signage is provided at each site.

    a. CLS Building (Leased): No smoking permitted anywhere on property

    b. Research North (Owned): No smoking permitted anywhere on property & within 30 feet of entrances

    c. Renaissance Building (Leased): Smoking permitted only in designated outside areas

    d. 109 Brookline (Leased): No smoking permitted anywhere on property & within 30 feet of entrances

    e. Bowdoin Street Health Center (Owned): No smoking permitted anywhere on property

f. Chelsea Site (Owned): No smoking permitted anywhere on property

g. Lexington Site (Co-Owned): No smoking permitted anywhere on property

h. Any other leased or owned buildings: No smoking permitted anywhere on property unless other designation posted.

Attachment A: BIDMC East and West Campus Property Lines

Vice President Sponsors: Walter Armstrong, Sr. VP Capital & Facilities Engineering

Approved By:

☒ **Medical Executive Committee: 3/20/2013** **Rich Wolfe , MD Chair, MEC**

☒ **Operations Council: 3/4/2013** **Marsha Maurer Chair**

☒ **EOC Committee: 2/13/13** **K. Sands & W. Armstrong Co-Chairs**

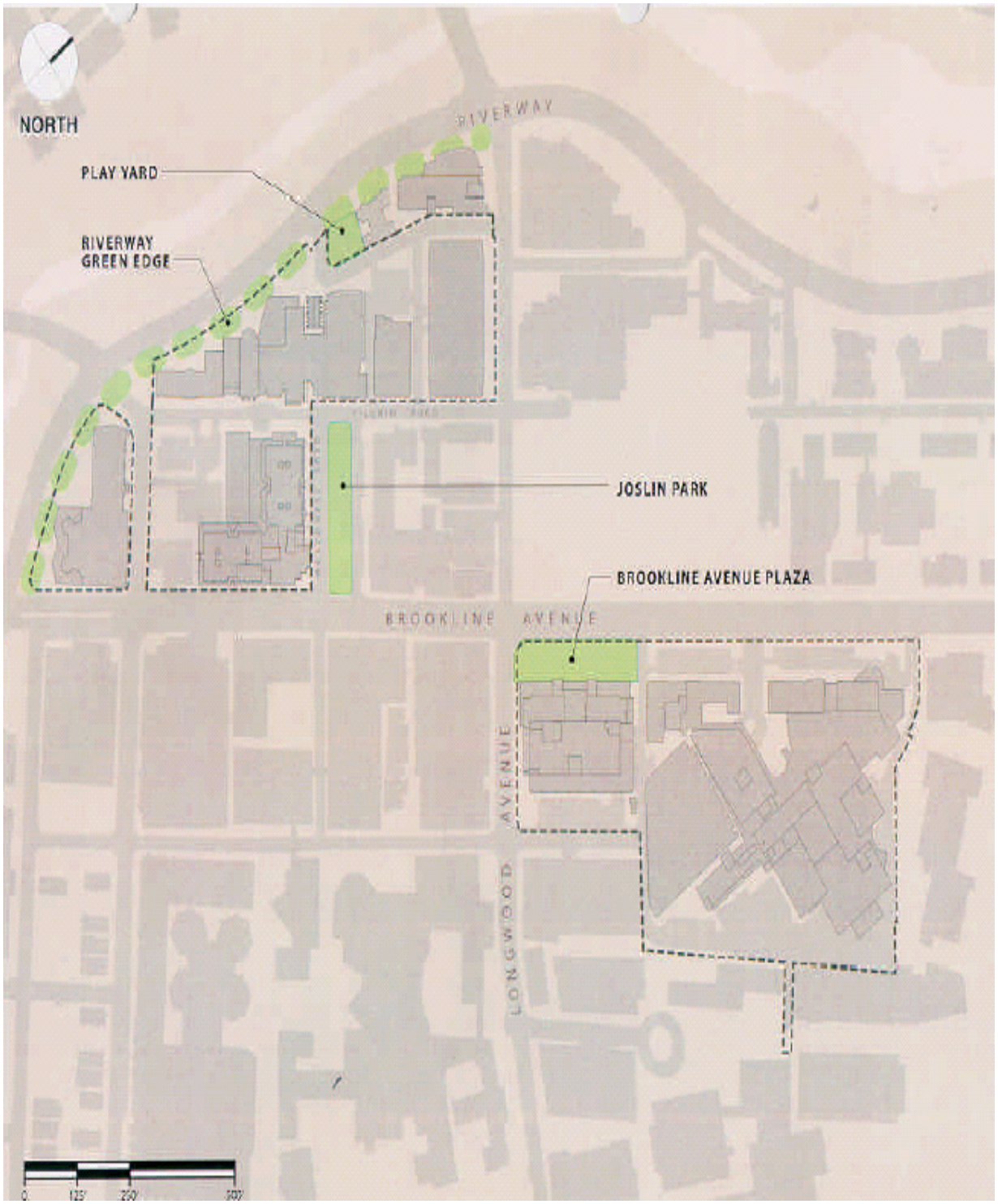
Requestor Name: Gary Schweon, Director, EH&S

Original Date Approved: 10/01

Next Review Date: 3/2016

Revised: 5/04, 3/05, 7/05, 7/08, 5/10, 7/11, 2/13

Eliminated: (Date)

References: PM-04 Corrective Action Policy
CP-29 Inpatients Leaving the Unit

EOC-16 Attachment A: BIDMC East & West Campus Property Lines