

**CORPORATE POLICY & PROCEDURE
SMOKE FREE ENVIRONMENT
(ROHCG)
CORP IV-ii – 210**

SMOKE FREE ENVIRONMENT			
SECTION: IV-ii Environment Management – <i>Facilities & Grounds</i>		NO: 210	
Issued By:	Senior V. P. & Chief Financial Officer	APPROVAL DATES :	
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1. PURPOSE:

To ensure that those who work, visit or receive services at the Royal Ottawa Health Care Group (ROHCG – The Royal) do not experience the health consequences associated with second-hand smoke.

2. POLICY STATEMENT:

Smoking is a proven health and safety hazard to both the smoker and non-smoker. The Royal supports a smoke-free environment and is committed to promoting a healthy community and a safe working environment for all. In keeping with this commitment, the use of tobacco products by staff, patients and visitors is prohibited on all ROHCG property, including grounds, buildings, vehicles and community sites.

3. SCOPE:

This policy applies to all staff, patients and visitors of all programs, departments, committees and teams of the ROHCG.

4. GUIDING PRINCIPLES:

Smoking is an addiction, as well as a common coping mechanism for many individuals, and it is acknowledged that changing one's smoking pattern is difficult. In keeping with the ROHCG's vision, the organization is dedicated to providing a healthy, smoke-free environment through proactive support for patients and staff by offering education, legal medication and counseling to encourage smoking cessation and harm reduction.

The ROHCG endeavours to provide an environment for those who work, visit or receive services at the ROHCG that is free from not only the health consequences associated with second-hand smoke, but also the associated by-products of tobacco use.

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This policy applies to tobacco in any processed or unprocessed form that may be smoked, inhaled or chewed, including but not limited to snuff, chewing tobacco, cigarettes, cigars, pipe tobacco, herbal cigarettes, snus or incense. Nicotine replacement therapy products are considered a therapeutic modality and are permitted for use at the ROHCG. Special exemptions will be considered for the traditional use of tobacco that forms part of Aboriginal culture and spiritual ceremonies. Individual requests shall be directed to Spiritual and Religious Care to facilitate a program discussion and decision.

5. DEFINITIONS:

Managers: includes Vice Presidents, Directors, Managers, Supervisors, Chiefs of Professional Practice and/or delegates.

Patient: encompasses all individuals who receive health services across the continuum of care from the ROHCG.

ROHCG- The Royal: for the purposes of this policy, includes Brockville Mental Health Centre (BMHC), Royal Ottawa Mental Health Centre (ROMHC), Royal Ottawa Place (ROP), the Secure Treatment Unit (STU), all ROHCG designated satellite sites, services and programs, the Royal Ottawa Volunteer Association (ROVA), the Institute of Mental Health Research (IMHR) and Royal Ottawa Foundation for Mental Health (ROFMH).

ROHCG Building: means any structure, including garages, courtyards, owned or leased by the ROHCG.

ROHCG Vision: "Mental Health Care transformed through partnerships, innovation and discovery."

ROHCG Mission: "Delivering excellence in specialized mental health care, advocacy, research and education."

ROHCG Values: "We are guided by innovation and a passionate commitment to collaboration, honesty, integrity and respect."

Staff: includes all employees (permanent full time, part time, casual), physicians, registered volunteers, students, contractors and affiliates.

Visitor: a person who enters the facility with the expectation of visiting a patient or staff member or who is attending a ROHCG sanctioned function.

6. PROCEDURE:

6.1 Smoking is prohibited in the following areas:

6.1.1 Within the ROHCG buildings and grounds.

6.1.2 Within ROHCG vehicles that are owned or leased for ROHCG business.

6.2 Management Responsibilities:

6.2.1 The management of ROHCG will clearly communicate the *Smoke-Free Environment Policy* to staff, patients and visitors.

6.2.2 The ROHCG will provide preventative and supportive measures to assist patients in the transition to an entirely smoke-free facility. This includes, but is not limited to, supportive strategies such as nicotine replacement therapy, counseling, education and smoking cessation programs.

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- 6.2.3** The ROHCG will ensure that staff receive supportive measures to move towards smoking cessation. Staff will be encouraged to use in-house resources such as education programs, Employee Assistance Program (EAP) and other measures.
- 6.2.4** Signage will be posted in accordance with the *Smoke-Free Ontario Act*. Signs shall be placed prominently throughout the grounds showing the international No Smoking symbol and the words “*This is a smoke-free property.*”
- 6.2.5** ROHCG will refer to itself as a smoke-free environment in advertising, promotional materials and on all employment postings.

6.3 Staff Responsibilities:

- 6.3.1** Ensuring a smoke-free facility is the responsibility of **all** ROHCG staff.
- 6.3.2** Staff will enquire about a patient's smoking status upon admission. This information will be captured on the admission form for future reference.
- 6.3.3** Staff will educate patients about smoking cessation supports such as nicotine replacement therapy, counseling, education and smoking cessation programs when appropriate.
- 6.3.4** Staff will not use tobacco products while either directly or indirectly providing care/services to ROHCG patients.
- 6.3.5** Staff will not use tobacco products in ROHCG vehicles, on or off ROHCG property.
- 6.3.6** Staff will politely remind patients and visitors of the *Smoke-Free Environment Policy*. Staff may request the assistance of Security, when needed.

6.4 Patient Responsibilities:

- 6.4.1** Patients will not be permitted to smoke on ROHCG property as of December 31, 2011.
- 6.4.2** Patients will not smoke in ROHCG vehicles on or off ROHCG property.
- 6.4.3 Patients Lacking Outside Unaccompanied Passes:** Staff of the ROHCG are not required to escort patients outside to smoke as part of the *Smoke Free Ontario Act*. Consistent with the ROHCG's harm reduction approach, counseling will be provided as well as nicotine replacement therapy, as appropriate, and adjustment of medications for patients who are unable to go outside unaccompanied.

6.5 Visitor Responsibilities:

- 6.5.1** Visitors are not to use tobacco products while on ROHCG property.
- 6.5.2** Visitors are encouraged not to provide patients with tobacco products.

6.6 Enforcement:

- 6.6.1** ROHCG Security will monitor compliance with the *Smoke-Free Environment Policy* on ROHCG property.
- 6.6.2** Fines may be levied, as appropriate, by local By-Law Officers to individuals who are found to be smoking within the designated 9-metre smoke-free radius of any entrance to the ROHCG.
- 6.6.3 All** staff of the ROHCG are expected to enforce this policy ensuring its effectiveness. If a patient, visitor or staff member is witnessed smoking where smoking is prohibited, the following steps are to be followed:
- Approach the person and inform him/her that smoking is not permitted.

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- If further assistance is required, contact Security to manage the situation.
- Patients in violation of this policy will be reported to their treatment team for direction to smoking cessation counseling, health teaching and other supports.
- Should a patient be found smoking in an area where smoking is not permitted, the patient's unit, team or program may be notified.
- Visitors in violation of this policy will receive a verbal warning. Visitors may be requested to leave ROHCG property by Security and, if appropriate, will be reported to the appropriate By-Law Enforcement Agency.
- Should a lessee person(s) using the ROHCG facilities under a contractual agreement be found in violation of this policy they may risk termination of their contract.
- Staff will abide by this policy. Any staff found smoking will be disciplined according to existing ROHCG policies.

Please note: Staff are responsible for notifying Security if they judge it to be inappropriate to address a patient, visitor or fellow staff member.

6.7 As per the *Smoke Free Ontario Act*, all staff have the right to request that patients refrain from smoking when staff are providing services in the patient's residence. Should the patient not wish to comply staff may alternatively meet with the patient in another location.

7. RELATED PRACTICES AND / OR LEGISLATIONS:

Smoke-Free Ontario Act.

Smoking in the Workplace Act, Bill 194

Public Places By-Law #123-92 (City of Ottawa)

Work Place By-Law #122-92 (City of Ottawa)

Tobacco Control Act, Bill 119, Regulation 613/94

Occupational Health and Safety Act and Regulations, 2001

Fire Regulations -Office of the Fire Marshall, OFM-TG March 2002

8. REFERENCES:

RNAO Best Practice Guideline: *Integrating Smoking Cessation into Daily Nursing Practices*

RNAO Best Practice Guideline: *Helping People Quit Smoking*

Ontario Medical Association - *The Duty to Protect: Eliminating Second Hand Smoke from Public Places and Workplaces in Ontario. February 2003.*

Ontario Medical Association - *Position Paper on Second Hand Smoke. November 1996*

Ontario Tobacco Research Unit

9. APPENDICES: