



High Desert Health System POLICY AND PROCEDURE

POLICY NUMBER: 352
VERSION: 1

SUBJECT: TOBACCO/SMOKE FREE POLICY

PURPOSE: To uphold High Desert Health System's commitment to provide a healthy environment for all workforce members, patients and visitors who come to the High Desert MACC, South Valley Health Center (SVHC), and Antelope Valley Health Center (AVHC) campus.

POLICY: Smoking and the use of any tobacco products, including, but not limited to cigarettes (including electronic cigarettes), cigars, pipes, and smokeless tobacco, is prohibited anywhere on the High Desert MACC, AVHC, and SVHC campuses.

DEFINITIONS: **Smoking** includes the use of a pipe, cigar, cigarette, electronic cigarette, or any other like substances, lighting such a substance, and/or carrying a burning pipe, cigar, cigarette, electronic cigarette, or smokeless tobacco products.

Smokeless tobacco products applies to any tobacco product that consists of cut, ground, powdered, or leaf tobacco and that is intended to be placed in the oral or nasal cavity.

High Desert MACC Campus is defined as anywhere on approximately 35 acres that constitute the facility campus, including all buildings, loading docks, roofs, and parking lots. The perimeter of the campus extends from Avenue I, South to the property line of the State Prison and from 60th Street West, East to the Mira Loma Detention Center.

South Valley Health Center Campus is defined as anywhere on approximately 5 acres that constitute the facility campus including the roof and parking lot. The perimeter of the campus extends from Palmdale Boulevard, South to residences beyond the parking lot entrance, and from 40th Street East, East to the back fence behind the building.

Antelope Valley Health Center Campus is defined as all areas designated by the Department of Public Health.

PROCEDURE: I. NOTIFICATION

Signs will be posted at facility entrances around the campus announcing the smoke-free campus policy. Whenever possible, patients and visitors will be notified of the policy prior to arrival.

Physician, Nursing and Registration staff are expected to advise patients of the smoke-free campus policy upon arrival or intake to the facility.

Individual departments are responsible for ensuring that vendors and outside contractors with whom they work are informed of the facilities tobacco/smoke free campuses policy. For example, Supply Chain Operations would be responsible for notification of Vendors, and Building Crafts would be responsible for ensuring outside contractors engaged in construction or other maintenance/repair work are aware of the policy.

II. WORKFORCE MEMBERS

A. Workforce Member Responsibilities

Workforce members are responsible for complying with the tobacco/smoke free campus policy and communicating the policy to all patients, guests and visitors to the facility. (Workforce members include all County employees; Non-County staff includes volunteers, students, contractors, etc.)

Workforce members who observe another staff member, patient, or visitor violating the policy should politely inform or remind them that the facility is a tobacco/smoke free campus and that if they wish to continue smoking or using tobacco products, they will have to leave the campus to do so. If the individual refuses to comply or becomes angry or aggressive, workforce members should initiate a code Gray response or contact the Sheriff dispatch at X8333 at the MACC on-site Security personnel at X5090 at South Valley, or on-site Security personal at X2013 at the Antelope Valley Health Center.

Workforce members who wish to use tobacco products may do so only off campus. However, pursuant to Department of Health Services Policy 751 (Attendance), workforce members must remain on campus during their 15 minute mid-shift break/rest periods.

Individuals hired at High Desert Health System will be informed by Office of Human Resources staff and their hiring manager/supervisor of the tobacco/smoke free campus policy. Information about this policy will be included in the orientation for all new HDHS workforce members.

B. Supervisor/Manager Responsibilities

Supervisors/managers are expected to:

- Understand, respect, and follow the policy.
- Discuss the policy openly with staff, answer questions or direct them to the appropriate person to address any concerns.
- Enforce the policy uniformly and fairly with all employees, patients, and visitors.
- Support efforts by staff to educate patients and visitors about the policy.
- Be respectful of staff that smoke and make sure they are informed of available resources, as requested, if they choose to quit smoking.

C. Management of Patients

- Smoking cessation educational materials will be provided to patients upon discharge.

REFERENCES:

CA Government Code §7597; CA Health and Safety Code §§118885, 118890, 118895, 118900

The Joint Commission Environment of Care Standards

Los Angeles County Code

Title 22, Chapter 2.126

Approved By: Beryl Brooks (ADMR,COMP AMB HEALTH CARE CENTER)	
Date: 11/19/2013	Original Date: Not Set
Reviewed: 11/19/2013	Next Review Date: 04/19/2014
Supersedes:	