

**OLIVE VIEW-UCLA MEDICAL CENTER  
POLICY & PROCEDURE**

**NUMBER: 5526  
VERSION: 2**

**SUBJECT/TITLE: SMOKE-FREE ENVIRONMENT**

**POLICY:** Smoking or using smokeless tobacco or any other like substance shall not be permitted anywhere within the Olive View-UCLA Medical Center facilities and grounds.

**PURPOSE:** To uphold a continual commitment to provide a healthy environment for all workforce members, patients, and visitors.

**DEPARTMENTS:** ALL

**DEFINITIONS:** **Smoking** includes the smoke of a pipe, cigar, cigarette, operation of electronic cigarette or vape or any other like substance, lighting such substance, and/or carrying a burning pipe, cigar, cigarette, electronic cigarette, vape or like substance/item of any kind.

**Smokeless tobacco** includes any smokeless tobacco and/or dipping tobacco product.

**PROCEDURE: I. NOTIFICATION**

Signage will be posted at entrances and around the facility announcing the smoke/tobacco-free campus policy. Signs will clearly state “No Smoking” and/or display the international no smoking symbol.

Whenever possible, patients and visitors will be notified of the policy prior to arrival and upon admission.

Individual departments are responsible for ensuring that vendors and outside contractors with whom they work are informed of our smoke/tobacco-free policy.

**II. WORKFORCE MEMBERS**

A. Workforce Member Responsibilities

Workforce members are responsible for complying with the smoke/tobacco-free campus policy and communicating the policy to all patients and visitors within the facility.

Workforce members who observe other staff member, patients, or visitors

**SUBJECT/TITLE: SMOKE-FREE ENVIRONMENT**

**Policy Number: 5526**

**Page Number: 2**

violating the policy should politely inform or remind them that this is a smoke-free facility and that if they wish to continue smoking or using tobacco products that they will have to leave the facility property to do so.

If the individual refuses to comply or becomes angry or aggressive, the workforce member should call security.

Workforce members who smoke/use tobacco products may do so only during normal break periods that occur within the workforce member's workday. Additional break periods for the purpose of smoking ("smoke breaks") are not be permitted. Workforce members wishing to smoke are required to leave the facility campus entirely and must do so within the allotted time frames of their breaks or lunch time. Workforce members may not smoke in their vehicle if it is parked on facility premises.

In accordance with DHS Policy #381.1 "Employee Participation in Departmental Smoking Cessation Programs", employees desiring to cease tobacco/smokeless tobacco via cessation courses will be allowed to participate in department sponsored cessation programs on County time. If the employee needs additional counseling, the employee will be referred to their own health care provider or other Smoking Cessation/Tobacco-Free resources.

Individuals applying for employment at Olive View-UCLA Medical Center will be informed by Human Resources or the hiring manager/supervisor of the smoke-free environment policy and it will be included in orientation for all new workforce members.

**B. Manager/Supervisor Responsibilities**

Managers/Supervisors are expected to:

- Understand, respect, and follow the policy.
- Discuss the policy openly with staff, answer questions, or direct staff 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.
- Provide staff the opportunity to attend counseling sessions as appropriate.
- Be respectful of staff that do smoke and make sure they are informed of available resources, as requested, if they choose to quit smoking.

**C. Enforcement**

**SUBJECT/TITLE: SMOKE-FREE ENVIRONMENT**

**Policy Number: 5526**

**Page Number: 3**

All workforce members are expected to comply with this policy. Policy violations will be managed through the progressive disciplinary process. Excessive workplace absences or tardiness by an employee because they are smoking will be treated as a violation of Los Angeles County time and attendance requirements.

Smoking inside campus buildings or within 20 feet of a building entrance is a citable offense under Los Angeles County Code Section 2.126.040.

Smoking on Olive View-UCLA Medical Center grounds is a citable offense under Los Angeles County ordinance infraction code Ord. 92-0014§9.

### **III. MANAGEMENT OF PATIENTS**

Upon arrival, or as soon as practicable, all patients will be informed about the facility’s smoke-free environment policy.

The facility will offer patients counseling, as needed.

References: CA Government Code §7597; CA Health and Safety Code §§118885, 118890, 118895, 118900	
Joint Commission Environment of Care Standards	
Los Angeles County Code	
Title 22, Chapter 2.126	
DHS Policy No. 381, “Smoking in Departmental Facilities”	
DHS Policy No. 381.1 “Employee Participation in Departmental Smoking Cessation Programs”	
Approved by: OVEC-2017 June	Date: 09/04/2018
Review Date: <b>09/04/2021</b>	Revision Date:
Original Date: 9/20/12	