

POLICY NO: 157

Effective:
11/05

TOBACCO FREE ENVIRONMENT

I. Purpose

The purpose of this policy is to outline the Aurora Health Care's policy regarding a smoke and tobacco free environment throughout the system.

II. Policy

As a leader in the provision of health care in Eastern Wisconsin, Aurora Health Care has a commitment to care management and disease prevention. As a healing institution we have a responsibility to provide a safe and healthy environment to our patients, visitors and employees. Aurora Health Care is committed to being tobacco free by July 4, 2006.

Employees, visitors, patients and physicians will observe the tobacco free policy of the facility. At a minimum, smoking is not permitted in any facility owned by Aurora Health Care. All smoking materials must be extinguished prior to entering the property. "Property" includes (but is not limited to) real property and buildings thereon; company-owned or leased property and equipment, company vehicles, workspace and storage facilities. Regions, CBU's, and individual facilities may have standards that are more restrictive.

III. Procedure:

A. Staff (including employees, volunteers, physicians, contractors, and anyone who performs work on our campuses):

1. Will not be allowed to use tobacco products anywhere on Aurora property.
2. It is expected that all staff members will respect this policy, understanding that a safe and healthy environment benefits staff, patients, and the public.
3. All staff are expected to abide by the organization's rest period and meal break policies, including departmental policies regarding the scheduling and taking of breaks and lunches. Employees cannot leave the premises during rest periods, as they need to be available to their department.
4. Failure to comply with this Tobacco Free Environment policy will result in progressive discipline that could include termination.
5. It is the responsibility of all staff members to communicate and support this policy to all patients, visitors, general community and peers.

B. Patients and Visitors

If a staff member sees a patient, visitor or anyone smoking in an unauthorized area, the staff member should politely offer information regarding the Tobacco Free Environment policy and alternatives available to the individual. If the person becomes upset or refuses to cooperate, the staff member should use his/her best judgment in handling the situation, assuring the visitor that the staff member's purpose is to offer assistance and

information. In a difficult situation, staff should seek the assistance of their manager, loss prevention or any member of the management or administrative team.

C. Responsibilities of Managers and Personnel with Leadership Responsibilities

All leadership personnel will insure that this policy is communicated and adhered to, to achieve compliance. Policy violations will be handled using steps outlined in the discipline policy.

In addition, leadership personnel should be reminding staff of Aurora Health Care's commitment to the value of Accountability, Teamwork and Respect. Consideration of this should be made when examining the possibility of discipline.

D. Support Programs

Information is available through Respiratory Services regarding the following support programs for smokers:

1. Tobacco Quit Line
2. Nicotine patches
3. Nicotine gum
4. Smoking Cessation programs
5. Employee Assistance Program