



Anna Jaques Hospital
Personnel Policies and Procedures

Policy No. 5-07

SUBJECT: TOBACCO-FREE CAMPUS

POLICY STATEMENT:

The mission of Anna Jaques Hospital is to provide the highest quality medical care, wellness, and health education to the residents of our community.

Tobacco use is the number one cause of preventable illness and death in the United States; and as such the hospital accepts the conclusions of the Surgeon General of the United States, as well as the Massachusetts Commissioner of Public Health, regarding the hazards of smoking and tobacco related products. We recognize that as a health care institution dedicated to the treatment and prevention of disease, AJH has an especially important role in seeking to reduce and minimize the health hazards associated with the use of tobacco products, and provide educational and support programs to reduce the incidence of smoking-related illness and death in our community.

We also believe that allowing the use of tobacco products in and around our campus does not portray the image of our hospital as a health care leader in the community; and does not promote a healthy environment for our patients or employees. Assisting our employees, our patients and our visitors to be tobacco-free is consistent with our mission to improve the health status of the community we serve.

POLICY PROVISIONS:

The use of tobacco products (cigarettes, cigars, chewing tobacco, snuff, pipes, etc.) is prohibited on the Anna Jaques Hospital campus, including all buildings, grounds, parking lots, roadways and vehicles. This ban applies to all people on AJH property including, but not limited to, AJH employees, medical staff, patients, visitors, vendors, volunteers, contractors and guests, as indicated by the timeframes listed below for each group. No smoking is allowed within cars or trucks, while they are on Anna Jaques Hospital property.

This policy also includes the Medical Office Building and its surroundings which are hospital property, and applies to Seacoast Affiliated Group Practice (SAGP). Newburyport Medical Center, One Wallace Bashaw, Jr. Way (the access road), is also a non-smoking campus.

Signs will be posted at strategic locations around the facility to notify staff, visitors and patients of this policy.

No exceptions to this policy will be granted.

This policy will be phased in over a two-year period as described below:

Employees, Physicians and Volunteers
(effective November 19, 2009):

1. Employees, physicians and volunteers of Anna Jaques Hospital, the Medical Office Building and SAGP are prohibited from using tobacco products on the campus anytime during their scheduled work period. In addition, these individuals are strongly encouraged not go off campus to use tobacco products during their break and meal periods.
2. All members of the AJH management staff (Vice Presidents, Department Directors, Managers and Supervisors) are responsible for ensuring that the intent of this policy is followed, and that any instance of non-compliance that occurs within his/her workgroup or by observation on campus is addressed immediately. Violators of the policy will be subject to disciplinary action.
3. Nicotine gum, patches and other smoking cessation products will be made available to employees by Occupational Health Services, following an assessment by an OHS provider.

Candidates for Employment
(effective November 18, 2010):

1. The hospital will conduct "post offer" testing of candidates for employment. Those who test positive for nicotine, as a result of their use of tobacco products, will have their offer of employment rescinded. In these situations, the candidate will be offered smoking cessation assistance and will be permitted to reapply for open positions after 90 days.

Patients and Visitors
(effective November 17, 2011):

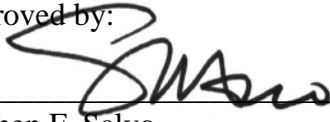
1. Patients will be informed of the smoking policy upon admission, and through the distribution of the patient handbook.
2. No physician with privileges at AJH may write orders for a patient to use tobacco products on the hospital campus. Assistance with smoking cessation will be the responsibility of the patient's primary care physician.
3. Patients who are in violation of this policy should be asked to stop using or extinguish the tobacco product. If a patient fails to comply with this request the employee should report this incident to the appropriate management staff for follow-up with the patient.
4. Visitors who are in violation of this policy should be asked to stop using or extinguish the tobacco product. If a visitor fails to comply with this request, Security should be immediately called to the area. Security will ensure compliance with the policy or ask the visitor to leave the premises immediately.

Communication and Enforcement Responsibilities:

1. All employees are expected to communicate this policy with courtesy and diplomacy to other employees, patients and visitors.

2. Vice Presidents, Department Directors, Managers and Supervisors are expected to educate employees about this policy and how it will impact the various constituencies within the workplace. Monitoring and enforcement of this policy will be shared with hospital security by all employees and followed up with normal progressive discipline if necessary. Whenever security officers are not present, hospital management and staff are expected to monitor and enforce this policy.

Approved by:



Stephen F. Salvo,
Vice President Human Resources

Written: -

Revised: 7/91, 7/94, 2/96, 2/02, 9/09