
Nicotine and Tobacco Free Policy

I. Policy Statement

Vanguard New England is a nicotine and tobacco-free organization. Use of nicotine and tobacco products is prohibited at all MetroWest Medical Center and Saint Vincent Hospital sites, including buildings, grounds, hospital owned vehicles, parking garage and lots (including in personal vehicles) at all locations and any other hospital owned, leased or sub-leased locations. Furthermore, effective November 1, 2012, Vanguard New England will hire only non-nicotine users.

This policy applies to all employees, patients, visitors, students, contractors, subcontractors, medical staff, volunteers, EMS, Public Service Agencies and other guests in buildings, grounds or properties.

There will be no tobacco sales on any Vanguard New England properties.

II. Purpose

Use of nicotine and tobacco products is the leading cause of preventable illnesses and death in the nation. It is the policy of Vanguard New England to protect the health and safety of our employees, patients, visitors and other guests.

III. Definitions

Nicotine products include, but are not limited to, cigarettes, e-cigarettes, cigars, chewing tobacco, pipe smoking, nicotine patches or nicotine gum.

IV. Procedure

A. Policy Enforcement

The Security Department is responsible for general monitoring of policy compliance with regards to all employees, patients and visitors at all Hospital sites. When a security officer observes smoking, the officer will advise the individual(s) to stop smoking immediately. If this is an employee, his/her name and department is entered on the daily security report. The Security Supervisor will forward the names of employees who do not abide by the policy to the appropriate department head.

B. Employees

New Hires:

1. Effective 11/1/2012 Vanguard New England will no longer hire nicotine users.
2. Nicotine screening will be included in the pre-employment employee health assessment for all potential new hires.
3. Any prospective employee that tests positive for nicotine will not be hired and all offers of employment will be rescinded.
4. Once the prospective employee stops the use of nicotine products, he/she may reapply and be considered for employment, but no sooner than 90 days after the date of the positive nicotine screen.

Current Employees:

1. Employees are encouraged to assist each other with policy compliance.

Employees observing an individual violating the Nicotine and Tobacco-Free Policy are encouraged to courteously remind the individual of this Policy and suggest that smoking materials be extinguished. If the individual refuses to comply, employee should notify Security.

2. Nicotine & Tobacco-free policy violations will be handled like any other policy violation. It is the responsibility of the employee's respective department head to make sure that each employee abides by the policy.
3. Employees are not allowed to use nicotine during paid breaks. Employees, who have a 30 minute unpaid meal break and have supervisory permission to leave during the break, may punch out and leave the campus.
4. Employees should refrain from smoking on the public sidewalks that surround our buildings and grounds to promote a positive public image for the institution.

C. Visitors

This policy will be enforced for visitors.

D. Patients

1. Patients are prohibited from smoking at all Vanguard New England sites including the buildings, grounds, parking lots and any offsite locations.
2. Physicians may not write orders allowing patients to smoke while at MetroWest Medical Center and Saint Vincent Hospital.

V. References

Joint Commission
Vanguard New England Policy

Contact:	Vice President, Human Resources	
Reviewed:	9/19/2007	
Revised:	9/19/2007, 12/15/10, 10/12/12	
Approved by:	Policy Review Committee	Date:

Signatures:

Erik Wexler, President, VHS New England

Chairperson of the Policy Review Committee