

TOBACCO-FREE WORKPLACE

POLICY

The El Paso County Hospital District (EPCHD) is committed to promoting and supporting a safe and healthy work environment free of tobacco use. Smoking and the use of tobacco products is strictly prohibited throughout the workplace and at all EPCHD properties without exception.

This policy applies to all Associates, patients, visitors, physicians, residents, volunteers, students, contract/agency personnel, allied health professionals, contractors, vendors and any workforce members whose performance is under the direct or indirect control of EPCHD whether or not they are paid by EPCHD.

RESPONSIBLE

EPCHD Associates
Medical Staff, Residents and Allied Health Professionals (AHPs)

REFERENCES

Comprehensive Accreditation Manual for Hospitals. Oakbrook Terrace, IL. Joint Commission on Accreditation of Healthcare Organizations (EC.02.01.03).

DEFINITIONS

University Medical Center of El Paso (UMC) Campus - the areas bounded by Alameda Avenue on the south, Reynolds Street on the east, Boll Street on the west and the fence along the railroad tracks on the north.

Tobacco products - include but are not limited to cigarettes, cigars, chewing tobacco, pipe smoking and e-cigarettes.

TOBACCO-FREE WORKPLACE

PROCEDURE

- A. The use of tobacco products is prohibited in all areas in which EPCHD conducts business including but not limited to the buildings/properties wholly owned or leased by EPCHD, (i.e. UMC campus, Children's Hospital, El Paso First, Neighborhood Health Centers, Women's Health Center, Rehabilitation Clinics, etc.), parking lots/areas, as well as vehicles owned by EPCHD and automobiles in the parking lots.

Due to identified health risks and an El Paso, Texas City ordinance passed June 17, 2014 banning their use in public buildings, E-Cigarettes are also prohibited in all areas in which EPCHD conducts business.

- B. No tobacco products of any kind will be sold on EPCHD property.
- C. All Associates are subject to the prohibition on use of tobacco products and e-cigarettes at all locations including all areas in which EPCHD conducts business as stated in paragraph A above.
- D. Implementation/Communication of Policy
1. The Safety department has the overall responsibility for implementation, communication and review of this policy in coordination with the applicable departments such as Guest Services, Facilities, Patient Financial Services, Medical Staff, etc.
 2. "No Smoking" signs will be prominently displayed throughout the UMC campus and EPCHD properties, including but not limited to building entrances, bulletin boards, bathrooms, parking areas, etc.
 3. All new and prospective associates and other individuals contracting or providing a service to EPCHD will be notified of the policy during the application process and/or orientation.
 4. Patients
 - a. At the time of admission or registration, patients will be advised that EPCHD is a tobacco and e-cigarette-free environment.
 - b. During the patient assessment, the Registered Nurse (RN) should ask patients if they use tobacco products and/or e-cigarettes and remind them of the policy and provide education on smoking cessation information, as appropriate.

TOBACCO-FREE WORKPLACE

- c. Physicians may recommend appropriate therapy such as nicotine replacement therapy or Wellbutrin to assist their patients in tolerating nicotine withdrawal symptoms.

E. Enforcement

1. Compliance with the *Tobacco-Free Workplace* policy is mandatory for all associates, visitors, patients and others conducting business with or providing a service to EPCHD.
2. All Associates share in the responsibility for enforcement of this policy. All Associates are authorized and encouraged to communicate this policy in a courteous and diplomatic manner to fellow Associates, patients, visitors or other members of the public.
3. Any individual observed using tobacco products and/or e-cigarettes should be reminded that EPCHD is a tobacco-free environment and should be asked politely to extinguish or discard their tobacco products or cease using the e-cigarettes. Guest Services should be contacted in the event that the individual refuses to comply with the request.
4. Associates observed violating this policy should be reported immediately to the appropriate management associate and Human Resources for review and corrective action.
5. Associates who fail to comply with this policy will be subject to disciplinary action up to and including separation of employment.
6. Non-compliance by members of the Medical Staff will be referred to the Chief of Medical Staff office for appropriate action.
7. Non-compliance by Residents will be reported to the President & Chief Executive Officer, who shall in turn refer the matter to the Dean, TTUHSC-El Paso as per the Residents' Agreement.
8. For Allied Health Professionals not directly employed by the EPCHD, notification will be made to the respective Department Chair.
9. For Volunteers, notification will be made to the Volunteer/Auxiliary Coordinator.

TOBACCO-FREE WORKPLACE

- 10. For Contract/Agency Personnel, notification will be made to EPCHD official responsible for the contracted services, who will then notify the contractor or agency.
- 11. For Affiliated Students, notification will be made to the EPCHD official responsible for the affiliation agreement, who will then notify the affiliating academic institution.
- 12. Non-compliance with this policy by patients will be referred to the patient's physician for action.

Review/Revised History:
12/05, 06/07, 04/09, 06/10, 06/11, 02/13
07/14, 01/15, 12/17, 11/20

System Generated Footer

Approval Signatures:

Committee Approvals:

Environment of Care Committee: 12/05, 06/07, 04/09, 06/10, 06/11, 02/13, 07/14, 01/15, 12/17, 12/20

Attachments: