POLICY / PROCEDURE

SECTION:	**Administration**	**NUMBER:**	**ADM 15**
APPROVED:	**Chief Executive Officer**	**ORIGINAL:**	**June 1, 2009**
		REVIEWED/REVISED:	**September 2012**

SMOKE FREE ENVIRONMENT

Policy

Smoking is a proven health and safety hazard, both to the smoker and non-smoker. Nipigon District Memorial Hospital is committed to providing a safe and healthy environment for employees, patients and visitors. Nipigon District Memorial Hospital is proud to be a smoke free environment. Smoking is not permitted anywhere on hospital property, including parking areas.

This policy applies to all persons on NDMH property: NDMH staff (including employees, medical staff), patients, visitors, volunteers, students, contractors and other persons providing services to NDMH or acting on behalf of NDMH.

Notification

"No Smoking" signs will be placed at all major entrances.
Notification is given to all employees at orientation and through periodic reminders
Any patient handbooks will specify "No Smoking" on NDMH property

Accountability

All employees/volunteers are accountable for ensuring compliance with this policy.

Practical Steps

In a respectful manner we will inform smokers of our smoke free policy and request that they extinguish their cigarette or move to the edge of NDMH property.

When such communication is met with refusal,

- An "Unusual Occurrence report will be completed by the employee and sent to NDMH administration.
- If a patient refuses, this refusal will be noted in the patient's chart and reported to the patient's most responsible physician.

If refusal is by an employee,

The "Unusual Occurrence" report will be sent to that employee's supervisor.

Offences will result in –

- Notification to the Thunder Bay District Health Unit for fine application &/or
- Progressive discipline for employees who are not compliant with the policy in practice or implementation

Exceptions

The traditional uses of tobacco that form part of Aboriginal culture and spirituality will be addressed by administration on a case by case basis.