

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: **RESTRICTION OF TOBACCO AND SMOKING MATERIALS ON  
CENTRAL STATE HOSPITAL CAMPUS**

ANNUAL REVIEW MONTH: July

RESPONSIBLE FOR REVIEW: CSH Safety Director

LAST REVISION DATE: September 2010

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**I. GENERAL**

In an effort to provide a healthy and therapeutic environment for individuals and a safe and healthy work environment for employees and visitors, the usage of tobacco products and smoking materials are prohibited in all CSH buildings, grounds or state owned vehicles.

**II. COMPLIANCE**

CSH employees will ensure full implementation and compliance with this policy by informing individuals and visitors, upon arrival at the hospital, except for those individuals indicated below, that the usage of tobacco and smoking materials are prohibited in any building, on CSH grounds or state owned vehicles. If warranted, the individual's treatment team shall assist the individual with the establishment of meaningful and effective tobacco and smoking cessation goals that will be integrated into the individual's treatment plan.

CSH managers shall review this policy with and inform employees of this policy and explain concise expectations. CSH managers shall also review with employees the break period guidelines outlined in Department of Human Resources Personnel policy 1001, Fair Labor Standards Act (FLSA), page 3 of 11, paragraph 3. Additionally, CSH managers shall review and inform employees that complete compliance is expected with this policy and DHR Personnel policy 1201, Standards of Conduct, page 8 of 14, Conditions of Employment, specifically, paragraphs 3, 5 and 6.

**III. EXCEPTIONS**

The following are exceptions to this directive:

- A. Individuals residing in Intermediate Care Facility/Mental Retardation [ICF/MR] units and Nursing Homes will be allowed to smoke at outside designated smoking areas near the living unit.
- B. Department of Corrections (DOC) inmates working within the secure area of the CSH Laundry will be allowed to smoke at a designated outside area within the security fence at the Laundry.
- C. DOC inmate Groundskeeping crews or other work details may smoke within 10 feet of the DOC inmate transport vehicle.

#### **IV. TOBACCO AND SMOKING CESSATION RESOURCES**

The CSH office of Occupational Health and Injury may serve as a resource for those employees who desire to stop smoking. Educational materials on the harmful effects of the usage of tobacco and smoking materials will be made available upon request.

#### **V. TRAINING AND ORIENTATION**

CSH Staff Development and Training (SD&T) section will ensure each newly hired employee is familiar with this policy and that new employee orientation documentation reflects familiarization with this policy. SD&T will also provide annual training and education relating to the benefits of working in a non-smoking environment.

#### **VI. COMPLIANCE MONITORING:**

Compliance with the contents of this policy shall be ensured through Hazard Surveillance Inspections, Environmental Rounds, and Life Safety Inspections. Improvement strategies are developed through the Quarterly Review and Performance Improvement Team processes

#### **APPROVED:**

This policy has been approved by the RHA and the CSH Clinical Director.