Title: Smoke Free Policy		
Document #: 2980	**Issuing Authority:** Chief Human Resources Officer	
Last Revised Date: 8/15/2024		**Version Number:** 2.0 (Current)

PURPOSE:
The Brant Community Healthcare System (BCHS) strives to provide a healthy smoke-free hospital environment to ensure that those who work, visit or receive care are not exposed to the health risks associated with second-hand smoke.

At the BCHS, a safe, hazard-free workplace includes clean air. Additionally, as a facility with an inpatient and outpatient mental health and addictions program, it is important that BCHS facilities be tobacco-free in order to provide a non-triggering environment for staff and clients/patients struggling with various stages of tobacco addiction.

POLICY STATEMENT:
This policy applies to all patients/clients, BCHS employees, physicians, residents, members of the medical and midwifery staff, students, volunteers, agency staff, Board members working in any capacity at BCHS, visitors, contractors, security, hospital affiliates (including contract and agency staff), and any other individuals who attend BCHS sites and properties.

DEFINITION(S):
BCHS Sites and Properties
This includes all sections/areas of hospital buildings, the exterior grounds and parking areas (garages and lots – including inside a personal vehicle while on hospital property).

Tobacco
This policy applies to tobacco in any processed or unprocessed form that may be smoked, inhaled, or chewed, including but not limited to snuff, chewing tobacco, snus, cigarettes, contraband cigarettes, cigarillos, cigars, pipe tobacco, hookah pipe, herbal cigarettes, or any products which can be smoked legally or otherwise (i.e. marijuana). E-cigarettes or Vaping are also prohibited on hospital property.

Smudging Ceremony
The smudging ceremony is a spiritually healing ceremony using tobacco that is performed by some Indigenous people. An Indigenous Family Space has been dedicated as a safe space for Indigenous patients and families to gather in body, mind, and spirit to practice their ways of healing. It can be requested by Indigenous patients and their families receiving health services at BCHS.

PROCEDURE:
1. **BCHS Sites and Properties**
   1.1. BCHS prohibits the use of tobacco products on all of its sites and properties, including vehicles (BCHS owned/leased vehicles and personal vehicles on BCHS property). This policy applies to all instances where the person is located on hospital property.

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1.2. Special Exemption: As defined by the Smoke-Free Ontario Act, special exemptions will be considered at the request of an Aboriginal who is an inpatient for the traditional use that forms part of a spiritual ceremony.

2. Sale of Tobacco

2.1. The sale of cigarettes, tobacco and tobacco products at BCHS is prohibited.

3. Expectations

3.1. All leadership members, including supervisors, coordinators, managers, directors and senior team members are responsible for clearly communicating BCHS' Smoke-free policy to all staff, Professional Staff, students, client/patients, volunteers, visitors and contractors.

3.2. All staff, Professional staff, students, client/patients, volunteers, visitors and contractors are expected to continually support and represent BCHS' commitment to maintain a smoke-free environment.

3.3. Signage will be posted in visible areas throughout BCHS to communicate the smoke-free property policy and the Smoke-Free Ontario Act.

4. Responsibilities

4.1. Staff

- Staff are expected to model the BCHS values with their compliance and enforcement of this policy.
- All staff are expected to advise patients and visitors that BCHS is a smoke-free property.
- If staff witness someone smoking on hospital property and they feel comfortable, equipped, and safe to remind patients, visitors, and colleagues about the new smoke-free policy, they are encouraged to do so in a manner that reflects the BCHS values.
- Prior to and upon admission, all patients will be informed that BCHS is a Smoke-Free Hospital.
- Upon admission, the relevant aspects of the Smoke-Free Policy will be reviewed with all patients and their families, or with those individuals accompanying a patient. Staff will inquire whether the patient uses tobacco products and note the answer in the patient's health record (refer to Tobacco Cessation and Nicotine Replacement Therapy Protocol).
- Clinical Staff are to become familiar with and utilize the 5A Minimal Contact Intervention approach (Ask, Advise, Assess, Assist, and Arrange) to smoking cessation for patients (refer to Tobacco Cessation and Nicotine Replacement Therapy Protocol).
- Staff in clinical areas will educate inpatients who smoke regarding smoking cessation supports, including but not limited to counselling and

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nicotine replacement therapies (refer to Tobacco Cessation and Nicotine Replacement Therapy Protocol).

- Inpatients who use tobacco products will be offered smoking cessation support including pharmacotherapy and information (refer to Tobacco Cessation and Nicotine Replacement Therapy Protocol).
- Staff are not to accompany patients or clients to smoke or assist them with smoking. Staff are to advise a medically unstable patient not to leave the unit/facility to smoke. Should the patient insist on leaving, staff shall document the patient's decision to leave against medical advice, and have the patient complete the "Waiver of Responsibility: Leaving Hospital Property to Use Tobacco Products" (refer to Appendix A).
- For patients who choose to leave the hospital property to smoke, staff are to review the "Waiver of Responsibility: Leaving Hospital Property to Use Tobacco Products" with the patient, have them sign and date the waiver, and provide a staff witness signature (refer to Appendix A).
- Staff are to refrain from using access to tobacco products or the availability of passes to go outside to use tobacco as a reward or punishment or as part of a behaviour management program or other treatment plan.

4.2. Volunteers

- All volunteers are expected to advise patients and visitors that BCHS is a smoke-free property.

4.3. Patients

- Patients are not permitted to use tobacco products on BCHS' sites and properties.
- Patients are not permitted to leave hospital premises to smoke while wearing or transporting oxygen or any other hospital equipment that could be a safety issue (flammable -related to ignition or heat as a result of using tobacco products).
- Patients may choose to give tobacco products to a friend or family member for safekeeping or ask BCHS staff to dispose of the products. Staff are encouraged to ensure safe storage of ignition materials (lighters, etc.). Whenever possible ignition materials are to be given to a friend or family for safekeeping.
- Outpatients and patients attending day programs will be asked to leave tobacco products in their vehicles or preferably at home while attending BCHS locations.
- Staff providing services in a client home may request the client and others refrain from smoking during all visits, and preferably at least one hour

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prior to the appointment time. Should a client not meet such a request, the staff member is to contact their manager to discuss alternatives. Staff are not to smoke in the presence of patients and clients.

4.4. Visitors
- Visitors to BCHS are not permitted to use tobacco products on BCHS' sites and properties.

4.5. Security
- At sites where Security Services are provided, Security Staff will enforce this policy as part of their responsibility. Security will be responsible for enforcing, documenting and reporting policy infractions by patients and visitors, or any other individual found smoking on hospital property (refer to section 4.6).

5. Compliance & Enforcement

5.1. Smoke Free Ontario Act: Failure to comply with the Smoke Free Ontario Act, by any person located on BCHS sites or properties, may be subject to fines as issued by a Brant County Health Unit Tobacco Enforcement Officer, as outlined in the Act. The Smoke Free Ontario Act includes any area within the hospital building and within 9 metres of any entrance or exit.

5.2. Staff
- BCHS staff who do not abide by this policy and are found smoking on BCHS property will be subject to progressive discipline according to existing Human Resources policies.

5.3. Patients
- Patients who do not comply with this policy are to be respectfully reminded of the policy and requested to extinguish the product immediately.

5.4. Visitors, Students, Learners
- A respectful reminder is provided to those who are visiting and fail to comply with this policy. If the visitor fails to comply, he/she is escorted off the BCHS property by security.

6. Documentation

6.1. Discussions and events related to any tobacco issues are to be documented in the patient/client's clinical record (refer to Tobacco Cessation & Nicotine Replacement Therapy Protocol).

7. Staff Support

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7.1. Supportive Smoking cessation programs are available for staff and their families through recommended community-based smoking cessation programs (such as Smokers' Helpline) and the Brant County Health Unit.

RELATED PRACTICES AND / OR LEGISLATIONS:
Waiver of Responsibility: Leaving Hospital Property to Use Tobacco Products
Smoke Free Ontario Act, 2006
Tobacco Cessation & Nicotine Replacement Therapy Protocol

REFERENCES:
CAMH Smoke-Free Policy, 2001
Hamilton Health Sciences Smoke-Free and Tobacco-Free Policy, 2010
Ontario Shores, Clean Air Algorithm, 2011

APPENDICES:
Appendix A - Waiver of Responsibility: Leaving Hospital Property to Use Tobacco Products

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