

 

**Policy name: Tobacco Free Environment**

**Effective Date:** 7/07  
**Xx** xxxxx  
**Review/Revision** 7/07, 1/2012, 6/2012  
**History:**

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**Policy:**

**Purpose:**

In advocating for health environments, Duke Medicine maintains a workplace free of tobacco use and offers tobacco cessation assistance for tobacco users who wish to quit. Research shows that secondhand smoke is a significant source of disease even when the exposure occurs outdoors. Additionally, the [Durham County Board of Health rule adopted by city/county ordinance](#) prohibiting smoking on or around hospitals further supports our [efforts to remain a tobacco free](#) workplace and support users who wish to quit.

**Policy:**

All Duke Medicine sites (solely owned or leased by Duke Medicine) are 100% tobacco-free. No tobacco use is allowed within Duke Medicine buildings or on grounds, sidewalks, streets, parking garages, city bus stops, and or areas maintained by Duke Medicine. This policy applies to all individuals, including vendors and contractors, working, visiting, receiving medical care, or for educational purposes within the boundaries of Duke Medicine properties. For the purpose of this policy, Duke does not discern electronic cigarettes from other “smoking” tobacco based products.

**Procedures:**

**Faculty/Staff:**

- a. Faculty and staff are expected to comply with entity policy and the [Durham County Board of Health rule adopted by city/county ordinance](#) and assist with the education of Duke Medicine patients, visitors and staff.
  
- b. New employees will be provided a copy of the [Durham County Board of Health rule adopted by city/county ordinance](#) and tobacco-free environment policy during orientation.

c. Enforcement of the entity policy and the Durham County Board of Health rule adopted by city/county ordinance rest with the appropriate supervisory staff, department heads, general administrative staff, and clinical department heads.

d. When faculty or staff members observe violations of the entity policy and the Durham County Board of Health rule adopted by city/county ordinance, they should remind the staff member of the ordinance and ask them to extinguish the cigarette/cigar/pipe material and/or cease use of other tobacco products.

e. If the staff member continues to violate entity policy and the Durham County Board of Health rule adopted by city/county ordinance, the location and time of the violation can be reported by contacting the appropriate Department Head or Manager.

f. Violation patterns will be assessed and appropriate action initiated.

g. All Duke Medicine employees are expected to abide by Duke Medicine policies and procedures. Related to breaks, exempt and non exempt employees are expected to comply with work unit guidelines for being away from the unit. Failure to comply may result in corrective action up to and including discharge.

### **Patients and Visitors:**

a. Members of the healthcare team and others are responsible for providing education regarding the policy and the Durham County Board of Health rule adopted by city/county ordinance related to non-smoking.

b. All patients and families should be informed of the policy and the Durham County Board of Health rule adopted by city/county ordinance and provided a copy of the DUHS policy and ordinance upon request.

c. Signage will be posted throughout Duke Medicine's buildings and grounds; stating this facility is a tobacco-free environment and complies with the Durham County Board of Health rule adopted by city/county ordinance.

d. All Duke Medicine healthcare team members are empowered to provide patients and visitors violating Duke Medicine policy and Durham County Board of Health rule adopted by city/county ordinance with assistance in obtaining help with tobacco cessation and with written materials.

**e.** Tobacco replacement therapies (i.e. nicotine patch, nicotine gum, etc.) may be ordered for the patient only by the patient's healthcare provider.

**f.** All Duke Medicine staff members and volunteers are empowered to provide education regarding the policy and the Durham County Board of Health rule adopted by city/county ordinance and provide resources as to where visitors may obtain nicotine replacement therapy and smoking cessation information if necessary.

**g.** If a visitor is observed repeatedly violating the policy after a warning, staff can report the location and time of the violation by contacting their Department Head or Manager, or contact Patient & Visitor Relations.

**h.** Patients and visitors wishing to register a complaint can be referred to the Patient and Visitor Relations or Human Resources at your entity.

**Duke School of Nursing  
and School of Medicine**

**Students:**

**a.** New students will be provided a copy of the tobacco-free environmental policy during orientation.

**b.** Enforcement of the Durham County Board of Health rule adopted by city/county ordinance rest with the appropriate academic administrative leader (program chair, associate dean, vice dean).

**c.** When students observe violations to the Durham County Board of Health rule adopted by city/county ordinance and/or the Duke Medicine policy , they should remind their fellow students of the ordinance/policy and ask them to cease using tobacco products.

**d.** If the student continues to violate the Durham County Board of Health rule adopted by city/county ordinance and/or the Duke Medicine policy, the location and time of the violation can be reported by contacting the appropriate academic administrative leader.

**e.** Violation patterns will be assessed and appropriate action initiated.

**f.** Students seeking tobacco cessation resource materials should visit student health.

**Students from  
Schools Other  
Than Duke:**

a. Affiliation agreement information packets sent to various schools and universities will contain a copy of the Durham County Board of Health rule adopted by city/county ordinance and Duke Medicine policy acknowledging the Duke Medicine Tobacco Free Environment. Students, faculty and staff may contact Student Health with any questions regarding tobacco cessation resources.

**Volunteers:**

a. Volunteers will be informed of the Durham County Board of Health rule adopted by city/county ordinance and tobacco-free environment policy upon applying for the volunteer position.

b. All hospital staff members and volunteers are encouraged to assist with the education of patients and visitors regarding the Durham County Board of Health rule adopted by city/county ordinance and provide resources as to where visitors may obtain nicotine replacement therapy if necessary.

c. Enforcement of the Durham County Board of Health rule adopted by city/county ordinance rests with the appropriate supervisory staff, department heads, general administrative staff, and clinical department heads.

d. When faculty or staff members observe violations of the Durham County Board of Health rule adopted by city/county ordinance, they should remind the volunteer of the policy and ask them to cease use of any tobacco material.

e. If the volunteer continues to violate the Durham County Board of Health rule adopted by city/county ordinance, the location and time of the violation can be reported by contacting the appropriate Department Head, or Manager.

f. Violation patterns will be assessed and appropriate action initiated.

**Contractors/Vendors:**

a. A provision will be inserted in all construction/maintenance contracts to prohibit contractors' employees from using tobacco products on property owned or leased by Duke Medicine.

b. Failure by the contractor to enforce this provision could result in termination of the contract.

**Tobacco Cessation Services:** Duke Medicine encourages staff and faculty, their spouse, and students who use tobacco products to avail themselves of tobacco replacement and smoking cessation services. Please contact Employee Occupational Health/Live For Live for available resources.

Students seeking tobacco cessation resource materials should visit student health.

**Note:** This Tobacco Free Environment policy applies to all Duke Medicine individuals, including vendors and contractors, working, visiting, receiving medical care, or for educational purposes within the boundaries of Duke Medicine Properties. The Durham County Board of Health rule adopted by Durham city/county ordinance applies to those inside the Durham county/city limits.

**Cross Reference:**

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<b>Applicable</b>	CAMH: EC.02.01.03
<b>Standards:</b>	

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<b>Developed by:</b>	Policy Workgroup
<b>Policy Primary:</b>	DUH- VP-Facilities
<b>Scheduled Review</b>	11/2014
<b>Date:</b>	