

System – Human Resources

TITLE:

Tobacco Free

OUTCOME STATEMENT:

SSM Health (SSM) is dedicated to creating an environment that supports health and wellness for all employees, patients, and visitors. In keeping with this commitment, all SSM facilities and grounds will be tobacco-free. As a health care system committed to the health and safety of our communities, SSM must take a leadership role on the major public health issue of tobacco usage.

SCOPE:

This policy is applicable to all SSM Health (“SSM”) ministries, SSM Hospitals*, including all employees, applicants, patients, medical staff, students, contract personnel, volunteers, visitors, vendors, tenants of SSM property, and the general public.

FILE MAINTENANCE INFORMATION:

Original Effective Date: 3/1/1998
 Revision Dates: 7/22/2013; 12/1/2015; 01/01/2020
 Review Dates:
 Author(s): System Director Employee Relations
 Body or Person Last Approved: Chief Administrative Officer

* As required by CMS Regulation §482.12 A-0043 Conditions of Participation: Governing Body, the following hospitals are included as SSM Health ministries:

Missouri: (1) SSM Health St. Mary’s Hospital – St. Louis and SSM Health Cardinal Glennon Children’s Hospital, (2) SSM Health DePaul Hospital – St. Louis, (3) SSM Health St. Clare Hospital – Fenton, (4) SSM Health St. Joseph Hospital – Lake St. Louis, (5) SSM Health St. Joseph Hospital – St. Charles and SSM Health St. Joseph Hospital – Wentzville, (6) SSM Health St. Mary’s Hospital – Jefferson City, (7) SSM Health St. Mary’s Hospital – Audrain,

Oklahoma: (1) St. Anthony Hospital and Bone & Joint Hospital at St. Anthony, (2) St. Anthony Shawnee Hospital,

Wisconsin: (1) SSM Health St. Mary’s Hospital – Madison, (2) SSM Health St. Clare Hospital – Baraboo, (3) SSM Health St. Mary’s Hospital – Janesville, (4) The Monroe Clinic, (5) Ripon Medical Center, (6) Waupun Memorial Hospital, (7) St. Agnes Hospital,

Illinois: (1) SSM Health St. Mary’s Hospital – Centralia and (2) SSM Health Good Samaritan Hospital – Mt. Vernon

DEFINITIONS

- I. Littering: Disposal of waste products by any other means than putting them in the proper garbage or recycling containers.
- II. Tobacco products: Includes cigarettes, cigars, pipes, smoke-free tobacco products of any type, electronic cigarettes (e-cigs or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS) regardless of their liquid solution (e-liquid) product.
- III. Workplace: A place of employment, including buildings, parking lots, company vehicles, and grounds owned or leased by SSM.

PROCESS

- I. General Guidelines:
 - A. Use of tobacco products is prohibited in all buildings owned or leased by SSM (where approved) and on all grounds of SSM.
 - B. No tobacco sales will be allowed on any SSM properties.
 - C. Tobacco product use will not be allowed in SSM-owned vehicles or personal vehicles parked on SSM property.
 - D. Littering of tobacco-related products is prohibited on all SSM properties.
 - E. Communication of this policy will be made by appropriate signage on SSM buildings, upon admission and assessment processes, and by reminders from SSM staff, when necessary.
- II. Employee Responsibility:
 - A. Employees shall help with the enforcement of this policy, including reminding any violator about the policy and reporting the incident to their supervisor or security.
 - B. All employees must adhere to the guidelines set forth in this policy.
 - C. Non-exempt employees will badge-out of the time system when leaving the building/campus for non-work related reasons.
 - D. Any employee violation of this policy will result in corrective action.
- III. Manager Responsibility: Managers and supervisors are responsible and accountable for implementing this policy. This responsibility includes, but is not limited to:
 - A. Ensure physicians and nursing staff provide education to all patients about the tobacco-free policy before and during their admission and/or at other times patients are on owned or leased (where approved) SSM properties.
 - B. Ensure all visitors, patients, physicians, employees, applicants, volunteers, vendors, and the public are made aware of the tobacco-free policy.
 - C. Ensure all current and new employees under their supervision are educated on the purpose and intent of this policy. Violation of this policy will be treated like any other policy infraction.
 - D. Ensure that patients, employees, applicants, visitors, physicians, vendors, and the public comply with this policy.
 - E. Ensure that all applicants for employment are aware of this policy.
 - F. Respond promptly and consistently to any violation of the tobacco-free policy.
 - G. Review the time system to assure that employees leaving a SSM building/campus for non-work related reasons are clocking out.
- IV. Security Staff Responsibility: Ensure that any employee, applicant, visitor, patient, volunteer, vendor, or physician is approached if they are using tobacco products on SSM property.

- V. Human Resources Responsibility: Ensure that any violation of any policy is handled in a fair and equitable manner according to the Corrective Action Policy.

DOCUMENTATION

None

REFERENCES

Corrective Action Policy