

**Rhode Island Hospital  
Standard Practice  
Instruction Manual**

**Subject:**  
Smoking on Hospital Premises

**File Under:**  
Risk Management  
RM-36

**Issuing Department:**  
Administration

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**Purpose**

To protect the health and safety of employees, visitors and patients by limiting exposure to tobacco smoke and reducing the risk of fire from smoking.

**Policy**

As a health care institution, Rhode Island Hospital has a responsibility to protect employees, patients and visitors from known hazardous substances. Tobacco smoke is a known hazard to non-smokers who are exposed to “second-hand” smoke. Smoking also presents a serious fire hazard. Therefore, smoking is prohibited anywhere in the Hospital or on the grounds except as noted below.

**Procedure for all Rhode Island Hospital Staff Including Employees, Members of The Medical Staff, Volunteers, Students, and Vendors**

Responsibility: Staff  
Action: May not smoke anywhere in the Hospital nor near any Hospital entrance. May smoke in designated outdoor smoking areas during work breaks. Remind staff who violate the policy of designated smoking locations.

Responsibility: Human Resources  
Action: Informs staff of policy during hiring process and at orientation. Informs staff of designated outdoor smoking locations.

Responsibility: Manager  
Action: Reinforces policy with staff. Refers smokers to Employee Health for assistance in quitting smoking. Counsels staff who violates policy.

Responsibility: Employee Health  
Action: Provide employees with assistance in quitting smoking.

### **Procedure for Inpatients**

Patients: May not smoke in the Hospital while hospitalized. May smoke in designated outdoor smoking area if physician has written activity order allowing independent ambulation. The only exception for patient smoking is on Jane Brown 5 South. Patients on constant observation by Security staff are not allowed to smoke. All other Jane Brown 5 South patients may smoke. Smoking for these patients is allowed only on the 5<sup>th</sup> floor exterior patio four times a day between the hours of 8:45 a.m. to 9:15 p.m. and only when accompanied by staff, per the Director, Psychiatric Inpatient Services.

Admitting: Asks patient during admission interview in the Emergency Department, Admitting or at Pre-Admission Testing, if he/she is a smoker, documents smoking status. Provides patient with brochure on smoking policy and information on abstaining while hospitalized.

Pre-Admission Nursing Staff: Inform smokers of No Smoking Policy.

Nursing Staff: Assess and document smoking status. Inform patient of No Smoking Policy. Provide patient with information to help abstain from smoking while hospitalized. If patient has difficulty complying, reinforce policy. Remind non-compliant patient of policy. Inform physician of non-compliance. If patient has physician order to ambulate independently, allow patient to ambulate off unit to smoking area if patient cannot abstain from smoking while hospitalized.

Physician: Orders consult. Reinforces policy with patient. May not write "patient may smoke" order. Responsible to assess patient for ability to ambulate independently and write activity orders as appropriate. Meets with patient, assesses smoking status, discusses abstinence/cessation.

### **Procedure for Visitors and Outpatients**

Visitors, Outpatients: May smoke only in designated locations.

All Staff: Inform visitors and outpatients of smoking policy and designated outdoor smoking locations. Call Security if visitor refuses to extinguish materials.

Security: Request visitor, outpatient extinguish smoking materials. If visitor/outpatient refuses, escort out of building.

### **Disciplinary Action for Staff**

Progressive, disciplinary action is an instrument of change to discourage unacceptable smoking behavior, not to limit the employees' ability to smoke. These guidelines must be followed in order to ensure that all employees are treated equally and that appropriate disciplinary action is applied consistently. Disciplinary action shall progress from verbal counseling to written reprimand, suspension, and finally discharge. All actions taken shall include a reference to the specific portion of the smoking policy and/or notice of smoking violation, the adverse consequences resulting from the violation, the type of behavior expected in the future, and the disciplinary action which will or may be taken if future violations occur. A copy of all written disciplinary action forms shall be given to the employee and a copy maintained within their personal file.