

# OREGON STATE HOSPITAL

PORTLAND – SALEM

## POLICIES AND PROCEDURES

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SECTION 6: Patient Care POLICY: 6.034

SUBJECT: Tobacco/Smoke-Free Facility

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POINT

PERSON: MIKE BROWN

APPROVED: GREG ROBERTS  
SUPERINTENDENT 

DATE: November 3, 2011

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### I. POLICY

Oregon State Hospital has adopted Department of Human Services Policy DHS-010-009, Tobacco Free Campus Policy. (See attached)

Replaces Oregon State Hospital Policy and Procedure 6.034, *Tobacco/Smoke-Free Facility (Patients)*, dated 10/10/2006.

<b>Policy Title:</b>	Tobacco Free Campus Policy		
<b>Policy Number:</b>	DHS-010-009	<b>Version:</b>	2.0
		<b>Effective Date:</b>	5/30/2008

Signature on file in the office of the Chief Administrative Officer August 1, 2009

**Approved:** Jeremy Emerson, Interim CAO **Date:** \_\_\_\_\_

## Overview

**Description:** This policy provides clarity regarding the prohibition of the use of tobacco products in all interior and exterior spaces controlled by the Department of Human Services (DHS).

**Purpose/Rationale:** This policy expands the implementation of the pre-existing tobacco-free policy to prohibit the use of all tobacco products within all spaces controlled by the Department of Human Services. By establishing a tobacco-free workplace, DHS promotes employee health and contributes to a healthier workforce, which is consistent with the DHS mission of "assisting people to become independent, healthy and safe."

**Applicability:** This policy applies to all DHS employees, contractors, volunteers, clients and visitors in all interior and exterior spaces controlled by DHS including all facilities, grounds, vehicles, and employee work spaces.

**Failure to Comply:** Failure by an employee to comply with this policy may result in disciplinary action, up to and including dismissal from state service. Contractors and volunteers may have their service terminated.

## Policy

### Tobacco-free campus

The use of all tobacco products (including cigarettes, cigars, pipes, smokeless tobacco or any other tobacco product) is prohibited at all times within any interior space of facilities controlled by DHS, or on all outside property or grounds controlled by DHS, including parking areas and private vehicles while they are on DHS controlled property.

### Communication of Policy

Signs will be used to designate a DHS controlled facility as a "Tobacco-Free Zone". Signs communicating this message will be clearly posted on the perimeter of the property, at each vehicular and pedestrian entrance, and at other prominent locations. However, tobacco-free zones apply at all facilities and grounds controlled by DHS regardless of whether or not signs are posted.

All local offices will coordinate with DHS Facilities for the posting and installation of approved "Tobacco-Free Zone" signs.

A copy of the Tobacco-Free Campus Policy will be made available to clients and visitors whenever it is deemed to be necessary to effectively communicate the requirements of this policy.

All DHS employees, contractors and volunteers upon request will be provided with basic information about the Tobacco-Free Campus Policy at initial hire and periodically thereafter as it is deemed to be necessary to ensure compliance with this policy.

### **Compliance**

This policy is the shared responsibility of all DHS personnel. Employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy. If difficulties arise with compliance, an employee should notify security or management-level staff.

Any person who observes an employee violating the policy is encouraged to address the noncompliance with the employee in question. Management and supervisory staff are responsible for ongoing compliance with this policy within their respected work areas. In addition, management and supervisory staff are expected to adhere to standard practice in resolving any issues of noncompliance.

If questions arise regarding the actual physical parameters of the prohibition for any particular DHS property, the DHS Chief Administrative Officer, or designee, shall provide a final determination.

### **Resources**

DHS is committed to assisting employees, contractors, volunteers, clients and visitors in overcoming tobacco dependency. Currently, DHS employees have access to stop-smoking programs and pharmacology (when indicated) as part of their standard medical benefits. In addition, cessation resource information will be provided to any employee who expresses an interest in seeking help to stop using tobacco products. DHS will also continue to provide change-management classes and technical assistance as needed to ensure adherence to this policy.

DHS contractors, volunteers, clients and visitors may be referred to the Oregon Tobacco Quit Line, which is a free tobacco cessation resource. The line is operated by DHS Public Health Division and is available to all Oregonians.

### **Procedures that apply**

- None

### **Forms that apply**

- None

### **References**

Smoking at Building Entrances and the Capitol Mall Parking Structure, [DAS Policy 125-6-323](#)

Oregon Indoor Clean Air Act and Penalties, ORS 433.835 to 433.875 and 433.990

Prohibition of Tobacco Smoking in Public Places and Workplaces, OAR 333-015-0035

Tobacco-Free DHS Project Quit, [www.dhs.state.or.us/tools/tobfree/](http://www.dhs.state.or.us/tools/tobfree/)

The Cascade Counseling, Employee Assistance Program [www.cascadecenters.com](http://www.cascadecenters.com)

PEBB Free & Clear [www.freeclear.com](http://www.freeclear.com)

## **Definitions**

DHS property: Any interior space and all outside property or grounds controlled by DHS.

Smokeless tobacco: Non-ceremonial tobacco products including, but not limited to, snuff, snus and chewing tobacco.

Tobacco-free: Tobacco, in any form, is neither smoked, ingested, nor used in any manner on DHS property.

See [Common Terms](#) for all department-wide support services policies

## **Contacts**

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## **Policy History**

### **Version 2.0:**

08/01/2009 – Phase 2 implementation information added.

### **Version 1.0:**

05/30/2008 - Initial Release