

**CORPORATE POLICY & PROCEDURE
SMOKE FREE ENVIRONMENT
ROHCG
CORP IV-ii – 210**

SMOKE FREE ENVIRONMENT			
SECTION: IV-ii Environment Management – Facilities & Grounds		NO: 210	
Issued By:	Executive V. P. & CFO	APPROVAL DATES :	
Approved by:	Senior Management Team	Date Initially Issued: 12/12/2006	
		Date Reviewed: 01/03/2011, 05/01/2012, 10/09/2014, 03/08/2016, 31/12/2017	
		Date Implemented: 31/12/2011, 05/01/2012, 10/09/2014, 03/08/2016	
Key Words:	Smoking, Tobacco, Smoking areas, Smoke Free, Smoke-Free Ontario Act, Clean Air, Vaping, e-cigarettes	Cross Reference(s)	CORPX-ii 130 Welcoming Visitors to the Royal, CORP IV-i 260 Working Safely in the Community, CORP IV-I 240 Scent Free Environment

1. PURPOSE:

To create a smoke free environment at the Royal Ottawa Health Care Group (ROHCG – The Royal) in adherence with the *Smoke-Free Ontario Act* and City of Ottawa By-laws *Smoke-free - Public Place By-law No. 2001-148 - Respecting smoking in public places and the Smoke-free – Workplace By-law No. 2001-149*.

2. POLICY STATEMENT:

Smoking is a proven health and safety hazard to both the smoker and non-smoker. The Royal supports a smoke-free environment and is committed to promoting a healthy community and a safe working environment for all. In keeping with this commitment, the use of tobacco and associated products by patients, staff and visitors is prohibited on all ROHCG property, including grounds, buildings, vehicles and community sites. All patients and staff will abide by this policy. Any patient in violation of this policy will be reported to their unit, team or program which may make modifications to the patient's treatment plan. Any staff found in violation of this policy will be disciplined according to existing ROHCG policies.

3. SCOPE:

This policy applies to all patients, staff and visitors of the ROHCG.

4. GUIDING PRINCIPLES:

The ROHCG is dedicated to providing a healthy, smoke-free environment through proactive support for patients and staff by offering education, medication supports and counseling to encourage smoking cessation and tobacco harm reduction. This policy applies to tobacco, e-cigarettes and tobacco like products. Nicotine replacement therapy products are considered a therapeutic modality and are permitted for use at the Royal.

This material has been prepared solely for use at the Royal Ottawa Health Care Group (ROHCG). ROHCG accepts no responsibility for use of this material by any person or organization not associated with ROHCG. NO part of this document may be reproduced in any form for publication without permission of ROHCG. A printed copy of this document may not reflect the current electronic version on the ROHCG OREO, which contains the official, authoritative version of policies.

CORPORATE POLICY & PROCEDURE
SMOKE FREE ENVIRONMENT
ROHCG
CORP IV-ii – 210

Special exemptions will be considered for the traditional use of tobacco that forms part of Aboriginal culture and spiritual ceremonies. Individual requests shall be directed to Spiritual and Religious Care to facilitate a program discussion and decision.

5. DEFINITIONS:

Electronic Cigarette (e-cigarette): A vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine. *taken from *Electronic Cigarettes Act, 2015*

Tobacco product: tobacco in any form (processed or unprocessed) that may be smoked, inhaled or chewed, including but not limited to snuff, chewing tobacco, cigarettes, cigars, pipe tobacco, or snus. For the purposes of this policy, tobacco like products that produce smoke or vapor when in use, such as herbal cigarettes and incense will also be included under this definition.

Vaping: inhaling and exhaling the vapour from an e-cigarette. *Health Canada* advises the public “not to purchase or use electronic smoking products, as these products may pose health risks and have not been fully evaluated for safety, quality and efficacy by Health Canada”.

6. PROCEDURE:

6.1 As part of the *Smoke Free Ontario Act* ROHCG staff are not required to escort patients outside to smoke. Consistent with the ROHCG’s tobacco harm reduction approach, counseling will be provided as well as nicotine replacement therapy, as appropriate. As per the *Smoke Free Ontario Act*, all staff have the right to request that patients refrain from smoking when staff are providing services in the patient’s residence. Should the patient not wish to comply staff may alternatively meet with the patient in another location.

6.2 Enforcement: *All* ROHCG staff are expected to enforce this policy, ensuring its effectiveness. If a patient, visitor or staff member is witnessed smoking where smoking is prohibited, the following steps are to be followed:

- If comfortable, approach the person and inform him/her that smoking is not permitted.
- Contact Security to manage the situation If further assistance is required,
- Report patients in violation of this policy to their unit, team or program which may make modifications to the patient’s treatment plan.
- Provide a verbal warning to visitors who are in violation with this policy. Visitors may be requested to leave ROHCG property by Security and, if appropriate, will be reported to the appropriate By-Law Enforcement Agency.
- Ensure any lessee person(s) who is using the ROHCG facilities under a contractual agreement is aware that if they are found to be in violation of this policy they may risk termination of their contract.

Please note: *Staff are responsible for notifying Security if they judge it to be inappropriate to address a patient, visitor or fellow staff member.*

7. RELATED PRACTICES AND / OR LEGISLATIONS:

This material has been prepared solely for use at the Royal Ottawa Health Care Group (ROHCG). ROHCG accepts no responsibility for use of this material by any person or organization not associated with ROHCG. NO part of this document may be reproduced in any form for publication without permission of ROHCG. A printed copy of this document may not reflect the current electronic version on the ROHCG OREO, which contains the official, authoritative version of policies.

CORPORATE POLICY & PROCEDURE
SMOKE FREE ENVIRONMENT
ROHCG
CORP IV-ii – 210

Smoke-Free Ontario Act

Smoke-free - Public Place By-law No. 2001-148 - Respecting smoking in public places (City of Ottawa)

Smoke-free – Workplace By-law No. 2001-149 (City of Ottawa)

<http://ottawa.ca/en/residents/laws-licenses-and-permits/laws/smoke-free-workplace-law-no-2001-149>

Electronic Cigarettes Act, 2015

Ontario OH&S Act and Regulations

Fire Regulations -Office of the Fire Marshall, OFM-TG March 2002

8. REFERENCES:

RNAO Best Practice Guideline: *Integrating Smoking Cessation into Daily Nursing Practices*

RNAO Best Practice Guideline: *Helping People Quit Smoking*

Ontario Medical Association - *The Duty to Protect: Eliminating Second Hand Smoke from Public Places and Workplaces in Ontario. February 2003.*

Ontario Medical Association - *Position Paper on Second Hand Smoke. November 1996*

Ontario Tobacco Research Unit

Health Canada Alert *Public Advisory –e-cigarettes March 2009*

<http://www.healthy Canadians.gc.ca/recall-alert-rappel-avis/hc-sc/2009/13373a-eng.php>

9. APPENDICES: N/A

This material has been prepared solely for use at the Royal Ottawa Health Care Group (ROHCG). ROHCG accepts no responsibility for use of this material by any person or organization not associated with ROHCG. NO part of this document may be reproduced in any form for publication without permission of ROHCG. A printed copy of this document may not reflect the current electronic version on the ROHCG OREO, which contains the official, authoritative version of policies.