

HEALTHWEST

PROCEDURE

No. 07-020

Prepared by:
Environment of Care Committee

Effective: November 9, 2012
Revised: April 19, 2017

Approved by:

Subject: Smoking and
the Use of Tobacco
Products and Electronic
Cigarettes in
HealthWest Facilities

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I. PURPOSE

To encourage healthy behaviors and discourage unhealthy behaviors of HealthWest employees, contract staff, visitors and individuals receiving services by limiting smoking and the use of all tobacco products in HealthWest facilities.

II. APPLICATION

This Procedure applies to all employees, on-site contracted staff, visitors, and individuals receiving services at HealthWest.

III. DEFINITIONS

- A. Tobacco products: Cigarettes, hand-rolled cigarettes, cigars, pipes, and other tobacco products, including smokeless tobacco such as chewing tobacco and electronic cigarettes.
- B. Smoking cessation products: Over-the-counter nicotine replacement products (such as nicotine patches, gum, lozenges); prescription nicotine replacement products (such as a nicotine inhaler or nasal spray); and prescription non-nicotine medications [such as Bupropion SR (Zyban) and Varenicline Tartrate (Chantix)].
- C. HealthWest facilities: All facilities and vehicles owned, rented, or leased by HealthWest.

IV. PROCEDURE

- A. Use of tobacco products (including cigarettes, hand-rolled cigarettes, cigars, pipes, smokeless tobacco, or other tobacco products) and electronic cigarettes are prohibited

at all times in HealthWest facilities.

- B. Smoking and use of tobacco products, including smokeless tobacco products, and electronic cigarettes, are prohibited at all times on HealthWest property.
- C. Signage bearing the message "Tobacco-Free Facility" will be posted at each HealthWest facility entrance (as applicable).
- D. Supervisors are responsible for ensuring that all employees, on-site contracted staff, visitors, and individuals receiving services are notified of this procedure and that a copy of the procedure is available for their review.
- E. Any person who observes violations of this procedure may report these violations to the supervisor or worker of the person in question. Once the employee's supervisor or worker has been notified of a violation, or if the supervisor directly observes a violation by an employee or person under their direction, the supervisor is responsible for discussing the violation with the individual and ensuring compliance.

V. REFERENCES

- A. Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace, Executive Order 13058, August 9, 1997.
- B. Code of Federal Regulations, Title 41, Volume 2, Chapter 101, Part 30.3 Use and Care of GSA Interagency Fleet Management System Vehicles, July 1, 2001.
- C. HealthWest Policy 13-004: County of Muskegon Smoking Policy, revised January 1, 2006.

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