

ARKANSAS CHILDREN'S HOSPITAL
LITTLE ROCK, ARKANSAS

SUBJECT:	DATE: 09/15/04	PAGE: 1 of 2
Tobacco and Smoke Free Workplace	APPLICATION: Hospital-wide	
I2	DISTRIBUTION: All Holders of the Administrative Policy & Procedures Manual	
	APPROVED BY: Scott Gordon, LCSW Executive Vice President/COO	
RECOMMENDED: Laura M. Rule RN,C Director of Operations Support	SUPERSEDES: 02/15/97, 07/01/99, 08/01/02	

POLICY

Arkansas Children's Hospital is committed to providing a safe and healthy workplace for ACH staff as well as the patients and families we serve. ACH is committed to promoting the health and well being of its employees. Consistent with this commitment, ACH recognizes the mounting scientific evidence of the adverse health effects of tobacco products, and in particular, the health hazards of environmental tobacco smoke. Implementation of a tobacco and smoke-free workplace policy which prohibits smoking on all ACH owned or leased properties, including parking areas, eliminates the possibility of exposure to environmental tobacco smoke, thereby contributing overall to a healthier work environment and healthier staff. **Effective November 18, 2004 ACH will be a tobacco and smoke free campus for staff. This applies to all ACH staff and others assigned to work on the ACH Campus. This policy will be in effect for all patients, families, and visitors on April 22, 2005.**

SCOPE OF POLICY

This policy applies to:

1. All property and buildings owned or leased by ACH, including parking areas;
2. All ACH staff, contractors, vendors and their employees;
3. All vehicles owned or leased by ACH and all vehicles on ACH property;

DEFINITIONS

1. "Smoking" for purposes of this policy is defined as the lighting, smoking or carrying of a lighted cigarette, pipe, or cigar.
2. "Tobacco" includes the use of smokeless tobacco products.
3. "Environmental tobacco smoke" is defined as smoke emerging from the burning end of a cigarette, pipe or cigar during active smoking, including the smoke exhaled by the smoker.

PROCEDURES

1. On the ACH Campus smoking is ONLY allowed in two designated smoking areas.
2. Effective November 18, 2004 all ACH staff and others assigned to work on the ACH Campus will no longer smoke or use tobacco products on the ACH Campus. Also, all vendors, contractors and others under contract to ACH are also included in this group.
3. Staff infractions to this policy will be handled as a disciplinary issue in accordance with the ACH Corrective Progressive Disciplinary Policy, No. 440.

4. Minor patients will not be allowed in smoking areas unless accompanied by their parent or legal guardian.
5. Information on smoking cessation classes and medical treatment is available in Employee Health Services or by calling the Tobacco Counselor at 4-5249.

DESIGNATED SMOKING AREAS

ACH has TWO designated specific smoking areas for the convenience of staff who smoke, until November 18, 2004 and for patients over the age of 18, family members and visitors who smoke until April 22, 2005. On this date, smoking will no longer be permitted on the ACH Campus. These two areas are conveniently located to provide a well-maintained smoking area. These areas are located a reasonable distance from the hospital to maintain smoke-free pathways to and from the hospital and clinics for the health of children and to allow the enjoyment of the hospital's smoke-free park and recreational areas.

Smoking shelters are located;

- A. East of the Finance II Building
- B. East of the South Campus Building, between the North and South Shuttle Parking Lots

While it is a Little Rock City Ordinance to prohibit smoking 25 feet from the entrance of any hospital, ACH takes the position that there should be no smoking in any pathway to or from the hospital and clinics for the health of children.

EXCEPTIONS

1. The Hospital Administration reserves unto itself the right to make any necessary revisions, additions or deletions to this policy, at their discretion, based on whatever date it deems appropriate.
2. Departments may not alter, modify or revise the outlined procedures of this policy.
3. Exceptions to this policy or any of the procedures will require approval of the Chief Executive Officer or designee.

Reviewed, 02/15/99
Revised, 07/01/99
Revised 8/02, 09/04