

SUBJECT: Smoke Free Facility

REFERENCE # 9001

DEPARTMENT: Bay Mills Health Center

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APPROVED BY:

OF: -3-

EFFECTIVE: 12/9/02

REVISED: 4/4/08

A. PURPOSE:

To provide a totally smoke free environment for all employees, visitors, and patients of the Bay Mills Health Center.

B. POLICY STATEMENT:

1. The Bay Mills Health and Human Services administration believes that every person has a right to breathe clean air. It is recognized that smoking is dangerous to the health of the smoker. Tobacco smoke in a confined area also creates a health hazard to non-smokers, especially those suffering from heart disease, respiratory disease, or allergies. "Side stream" smoke is a health hazard to all individuals and violates their privilege of breathing air relatively free from tobacco smoke contaminants.
2. Bay Mills health and human services administration agrees with the contents of the Michigan Clean Indoor Air Act (PA 198 of 1986), and also agrees to comply with the Indian Health Service promoted "Smoke Free Environments in Tribally Operated Health Centers."
3. In so doing, health and human services administration provides a smoke free environment for all employees, visitors, patients/clients who access the Bay Mills Health Center.
4. This total Bay Mills Health Center Smoke Free Policy has been in effect since 1980-1990.
5. Ongoing activities to be consistently implemented as a result of this policy include the following:
 - a. All new employees will be provided with the "Smoke Free Facility" policy during new employee orientation which will reference that all health and human services worksites and patient waiting areas of the Bay Mills Health Center are designated as "smoke free" areas.

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- b. Continuous education & monitoring of health and human services staff regarding the Smoke Free Environment Policy.
- c. Offer smoking cessation programs/or individual counseling to employees, community members, periodically or on a scheduled basis at the expense of the individual.
- d. Officially designate that all meetings held within the Bay Mills Health Center are "Smoke Free".
- e. Encourage all Bay Mills Health Center staff particularly clinical staff to be especially supportive of all employees and patients/clients who are attempting to "stop smoking".

C. RESPONSIBLE PERSONNEL:

The following are responsible for administration of this policy: Director of the Bay Mills Health Center Health and Human Services; clinic coordinator, department and program directors; and supervisors of staff. All clinical personnel having vested interest and responsibility for assisting patients and clients with health risk reduction shall include this policy in discussions with patients and clients.

D. PROCEDURES:

1. Send written communication to health and human services staff and maintenance staff regarding the existence of this policy.
2. Health and human services systems administration will work with and encourage each department to plan for the implementation of ongoing Health Risk Reduction Programs around "Tobacco Use Prevention and Tobacco Use Cessation."
3. Post "No Smoking" signs where smoking is prohibited, i.e., waiting rooms, bathrooms, hallways, meeting rooms, reception areas, offices, and storage areas.
4. The use of tobacco products is only permitted in designated areas as approved by the Bay Mills Indian Community Executive Council on April 9, 2001.
 - i. Employees may smoke in a structure built for this purpose that is located behind the building, to the northwest. The building is accessible from the first floor by following the long hallway from the dental waiting area past the employee break room.

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- ii. Employees may not smoke at any area in the front of the building. An ashtray has been provided only to extinguish smoking materials prior to entry to the health center.
5. All health center personnel who do not adhere to this policy will be subject to section 400 Disciplinary Procedures in the Bay Mills Indian Community Personnel Policy and Procedure Manual.