

MUSC Medical Center Policy Manual

Section	No	Title	
EC-7	A-036	Tobacco Free Campus (formerly Smoke Free policy)	
Owner:		Safety and Security Director	
Location/File:		N:\Hospital_Admin\Policies\Admin Policies\A-036 Tobacco Free	
Date Originated: 05/87	Reviewed: 12/11, 07/15, 08/17	Revised: 12/95, 07/97, 07/99, 09/03, 04/06, 12/06, 07/09, 12/11, 01/13, 06/13	Effective Date: 06/27/13

Policy:

MUSC Medical Center is committed to promoting a healthy tobacco-free environment for its employees, faculty, students, visitors and patients. The purpose of this policy is to provide a healthy environment, to minimize the negative effects of passive smoke and tobacco use, maximize fire safety and to promote wellness and good health habits within all MUSC facilities, including MUSC affiliates, and the surrounding campus.

The provisions of this policy shall apply to all employees (including faculty and staff), patients, visitors, students, volunteers, contractors and vendors unless otherwise noted.

1. The use of any tobacco product is prohibited in all buildings, grounds and spaces either leased or owned by the Medical University. This policy includes, but is not limited to, offices, classrooms, laboratories, elevators, stairwells, restrooms, shuttle buses, shuttle bus stops, sidewalks, parking areas, meeting rooms, hallways, lobbies, and other common areas.
2. The use of tobacco products in Medical Center or University owned, operated or leased vehicles is prohibited.
3. Use of tobacco products is also prohibited in personal vehicles parked on MUSC property. MUSC also discourages the use of tobacco products by staff or visitors on properties adjacent to the campus.
4. Use of tobacco products is also prohibited on all streets and sidewalks within the Medical District as defined by the City of Charleston ordinance (see map in Appendix 1).
5. MUSC also prohibits the use of tobacco products by staff or visitors on private properties adjacent to the Medical District without explicit approval from the property owner. Individuals should refrain from smoking in areas where smoke is likely to enter private property through entrances, windows, ventilation systems or other means and are expected to respect requests to refrain from smoking in particular areas if asked to do so by agents or employees of the University. Tobacco use on public property neighboring MUSC is highly discouraged.

6. Use of tobacco products while representing MUSC, wearing MUSC scrubs or uniforms, wearing an MUSC badge, or on a paid break is prohibited.

Tobacco products include, but are not limited to, cigarettes, e-cigarettes, cigars, pipes, chewing tobacco and other smokeless tobacco products. Employees, students, volunteers, contractors and vendors are expected to adhere to professional standards of appearance and not have an odor of tobacco products on their clothing or person.

Procedure:

A. Employees and Volunteers

1. Employees and Volunteers are expected to comply with the Tobacco-Free Campus Policy and assist with sharing information about the policy.
2. New employees and volunteers will be informed on the Tobacco-Free Campus policy during orientation.
3. Enforcement of the policy rests with the appropriate supervisory staff, managers, directors, and administrators.
4. When employees or volunteers observe violations of the policy, they should politely remind the offender of the policy and request that they dispose of tobacco materials.
5. If the employee or volunteer continues to violate the policy, the location and time of the violation should be reported to the appropriate supervisory staff, dean, department head or administrative official. Human Resources Employee Relations may also be contacted to report violations.
6. Violation patterns will be assessed and appropriate action initiated. Employees who are found to be in violation will be disciplined in accordance with the Human Resources Policy No. 45, Disciplinary Action ([http://mcintranet.musc.edu/hr/employee_corner/documents/POLICY45-DISCIPLINARY ACTION.pdf](http://mcintranet.musc.edu/hr/employee_corner/documents/POLICY45-DISCIPLINARY_ACTION.pdf)). Action may range from written reprimand to termination. Refer to specific guidelines as outlined by MUSC, MUHA and UMA.

B. Patients

1. Faculty, staff and clinical staff with patient care responsibilities are responsible for communicating and ensuring compliance with the Tobacco-Free Campus Policy.
2. Upon admission/check-in, patients will be verbally informed of the policy and a copy will be provided upon request.
3. Patients violating MUSC's policy will be asked to dispose of tobacco materials.
4. Tobacco replacement therapies, i.e. nicotine patch, nicotine gum, etc., may be prescribed by the patient's physician.

C. Visitors

1. Visitors will be informed of the policy and asked to comply while they are on campus.
2. Signage will be posted throughout MUSC's buildings and grounds; stating this facility is a tobacco-free campus.

3. All employees and volunteers are encouraged to assist with the education of visitors regarding the policy, using policy information cards, which will be made available.
4. Employees are expected to help enforce the policy with visitors by requesting that they dispose of tobacco materials and respect MUSC's healthcare mission and tobacco-free campus.
5. If a visitor is observed repeatedly violating the policy after being advised of the policy, staff should note the location and time of the violation and contact their respective manager, Department of Public Safety or Medical Center Safety and Security, or Human Resources.

D. Students

1. New students will be informed of the Tobacco-Free Campus Policy during orientation.
2. Enforcement of the policy rests with the respective Dean's office.
3. When students observe violations of the policy, they should remind their fellow students of the policy and ask them to dispose of the tobacco materials.
4. If the student continues to violate the policy, the location and time of the violation should be reported to the appropriate Dean's office.
5. Violation patterns will be assessed and appropriate action initiated.
6. Affiliation agreements will include the Tobacco-Free Campus Policy so that students from other schools will be advised of the policy.

E. Contractors/Vendors

1. This policy shall apply to all contractors and vendors, e.g. construction and/or maintenance, providing services on property owned or leased by MUSC. Contractors and vendors are expected to ensure full compliance at all times with this policy by any employees and/or sub-contractors providing services on MUSC property.
2. Failure by the contractor/vendor or their employees to comply with the provisions of this policy could result in contractors/vendors (or their employee(s) violating this policy) to leave campus and/or the termination of the service contract with the contractor or vendor.
3. New employees will be instructed on the Tobacco-Free Campus policy during new employee orientation.
4. All employees in supervisory positions must inform staff members of this policy and inform them that failure to comply may be grounds for disciplinary action. Employees who are found in violation will be disciplined in accordance with the Human Resources Policy No. 45, Disciplinary Action ([http://mcintranet.musc.edu/hr/employee_corner/documents/POLICY45-DISCIPLINARY ACTION.pdf](http://mcintranet.musc.edu/hr/employee_corner/documents/POLICY45-DISCIPLINARY_ACTION.pdf)). Action may range from written reprimand to termination. Refer to specific guidelines as outlined by MUHA, MUSC, and UMA for their respective constituents, e.g. visitors, students, employees, faculty and staff.

F. Enforcement

1. The monitoring and enforcement of this policy is the responsibility of ALL MUSC faculty, employees and students. Each member should consistently and politely

bring any infraction of this policy to the attention of the person or persons observed violating the policy.

2. The MUSC Department of Public Safety and Medical Center Security staff will assist in the enforcement of this policy by reporting violations to the appropriate manager or supervisor. Employees are also expected to assume leadership roles, both by example and by reminding those who are not in compliance with policy.

G. Resources

MUSC will offer resources and support to tobacco users in abstaining from tobacco use on campus and in supporting users who desire to quit using tobacco. Smoking cessation classes and other tobacco education related sessions will be offered periodically for MUSC employees. Many of these programs are offered at little to no cost. Additional resources are outlined on the Tobacco-Free Campus website (<http://academicdepartments.musc.edu/tobaccofree>).

H. Exceptions

Individuals enrolled in smoking research and/or treatment programs are permitted to smoke in controlled conditions (with appropriate ventilation) upon approval. These smoking areas must be physically separate from patient care, treatment and service areas.

Approvals:

As Required	Date
List Hospital Committee(s): EOC Program Coordinator, Director of Safety & Security	07/15; 08/17
Ethics Committee	
Accreditation Review	06/13
Legal Review	06/13
Administration/Operations	06/13
Medical Staff Executive Committee	
Governing Body	

Distribution:

Policy Applies to: ALL	Physicians (Y/N): Y	Nursing (Y/N): Y
	Other Clinical Staff (Specify): All	Other Staff (Specify): All
Educational Plan	EROOC, Communications, Email	
Required Competencies		

