

Baystate Health

Smoke-Free Environment

I. **POLICY:**

Smoking is strictly prohibited on and in all Baystate Health owned and leased buildings and properties and grounds (including building entryways, campus walkways, parking garages and parking lots), company-owned vehicles and personal vehicles while on Baystate Health property. Smoking is prohibited at any Baystate Health sponsored events on or off the premises and at any event at which an employee is representing Baystate Health. Employees may not smoke during paid work time, either on or off the premises. Baystate Health expects all employees to be respectful of our neighbors and of community property and that employees will not smoke on grounds adjacent to our properties.

II. **PURPOSE:**

Smoking is the single most important preventable cause of death and disability in the United States. Further, a substantial body of research documents that being exposed to environmental tobacco smoke pollution can seriously threaten the health of non-smokers as well.

As a leader among health care organizations, Baystate Health is dedicated to the promotion of the health and welfare of its staff, patients, and visitors and to serving as a model of good health promotion policies in the community. Because of this genuine concern, Baystate Health is committed to maintaining a healthful, smoke-free environment.

III. **SCOPE:**

The Smoke-Free Environment policy applies to all persons, including employees, medical staff, patients, visitors, volunteers, students, vendors, contractors and other guests.

IV. **PROCEDURE:**

Expectations:

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of all Baystate Health employees.

All Baystate Health employees are required to observe the Smoke-Free Environment policy and promote policy compliance.

Baystate Health leaders are responsible for monitoring and ensuring compliance by other individuals. Assistance with monitoring and compliance will be provided by the Department of Security when necessary.

Employees observing an individual violating the Smoke-Free Environment Policy are encouraged to courteously remind the individual of this Policy and suggest that smoking materials be extinguished. If the individual smoking refuses to comply, please advise

your manager, who will then communicate with the manager of the employee violating the policy.

Baystate Health personnel who violate this policy will be subject to corrective action up to and including termination in accordance with BH Policy [BH-HR-804](#).

Any questions or concerns regarding the Smoke-Free Environment policy should be directed to your supervisor or your Human Resource Consultant.

Springfield locations, except BVNAH
call (413) 794-5655

Baystate Mary Lane Hospital
call (413) 967-2117

Baystate Visiting Nurse Association & Hospice
call (413) 794-6421

Baystate Franklin Medical Center
call (413) 773-2295).

V. SMOKING CESSATION OPPORTUNITIES:

Baystate Health encourages and supports all employees who choose to quit smoking. To that end, Baystate Health is committed to providing Smoking Cessation resources and self-help materials for those employees who want to quit smoking. For further information about these resources, please contact the BH Wellness Coordinator at (413) 794-7610, your supervisor or your Human Resource Consultant.

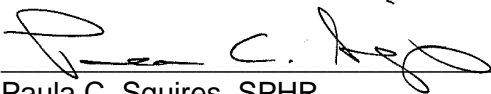
VI. CROSS REFERENCE(S):

- [BC 1.125](#) - Smoke-Free Environment Policy
- [BH-HR-804](#) – Corrective Action

VII. REVIEWED/APPROVED BY: President's Cabinet, January 1, 2006

VIII. PROPONENT: Director, Human Resource Consulting and Employee Relations

Approval:



Paula C. Squires, SPHR
Senior Vice President, Human Resources

Replaces:

Policy Name: HR-125 Smoke Free Environment
Policy Date: 03/20/2007