



Chapter: Hospital Operations

Subject: Tobacco-Free and Smoke-Free Environment in DBHDD Facilities

Applicability: Please see below.

Original Effective Date: May 1, 2006
Revision #2 Effective Date: January 5, 2010
Scheduled Review Date: January 2012

References:

Official Code of Georgia Annotated 31-12A
Section 19.7.4, 101-166, Safety To Life From Fire In Buildings And Structures
2000 NFPA 101 Code, National Fire Protection Association

Approved:

David A. Sofferin
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10/19/09

Date

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Attachments:

None.

10/21/09

Date

TOBACCO-FREE AND SMOKE-FREE ENVIRONMENT IN DBHDD FACILITIES

I. POLICY

It is the policy of the Department of Behavioral Health and Developmental Disabilities (DBHDD) to provide a tobacco-free and smoke-free environment in all DBHDD facilities as defined in this policy. Tobacco use and smoking are therefore prohibited in and on the grounds of applicable facilities owned, occupied or operated by DBHDD and in all vehicles owned by or assigned to DBHDD.

This policy prohibiting the use of tobacco and smoking is applicable to employees, contracted workers, consumers, customers, vendors, and visitors at DBHDD facilities as defined in this policy.

II. APPLICABILITY

This policy is applicable for the following facilities:

- State Hospitals
- State-operated Crisis Stabilization Programs for adults
- State-operated Crisis Stabilization Programs for children/adolescents
- State-operated Adolescent Addictive Diseases Group Homes
- State-operated Mental Health Group Homes for children/adolescents

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In addition, this policy is also applicable for:

- State-operated Outdoor Therapeutic Programs
- Any entity that leases or utilizes space on any state hospital campus (including but not limited to other state government departments, community providers of DBHDD services such as crisis stabilization programs, private companies operating with a state contract, etc.)

III. DEFINITIONS

1. **Tobacco use** includes inhaling, exhaling, burning, or carrying any tobacco product including cigarettes, cigars, pipes, as well as smokeless/dipping and chewing tobacco.
2. **Smoking** as defined in this policy includes non-tobacco products that are lighted.
3. **Employee** means an individual who is employed by a business in consideration for direct or indirect monetary wages or profit. For purposes of this policy, employee includes contracted workers for DBHDD.
4. **DBHDD work unit** means an office, hospital, clinic, or other group of DBHDD employees as defined in the Applicability section of this policy.
5. **Facility** means a property (including outdoor areas) owned, occupied or operated by a DBHDD work unit, as defined in the Applicability section of this policy.

IV. PROCEDURES

1. "Tobacco-free and smoke-free" signs are posted in conspicuous places to indicate that the DBHDD facility and its grounds are a tobacco-free and smoke-free environment.
2. Tobacco and smoking products may not be carried or stored in a facility. They may be stored in locked personal vehicles. Tobacco use and smoking are prohibited in personal vehicles while on the grounds of a facility as defined in this policy.
3. Tobacco and non-tobacco/smoking products may not be utilized when on the grounds of a facility as defined in this policy. Employees must leave the grounds of the facility if they choose to use tobacco or smoke. They may only do so as feasible during their meal periods and during a maximum of two discretionary 15-minute break periods. Employees do

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not use tobacco or smoke in the presence of consumers. **Additional tobacco use or smoking time is not allowed.**

4. Employees are required to comply with the provisions of this policy. Supervisors are responsible for ensuring that employees do not use tobacco or smoke in violation of this policy, and/or use work time for tobacco use or smoking purposes. Appropriate disciplinary action, up to and including separation, will be taken against employees who violate the tobacco-free and smoke free policy and supervisors who fail to ensure compliance with the policy.
5. Employees are advised of the DBHDD Tobacco-Free and Smoke-Free Environment policy during employee orientation.
6. DBHDD Work Units offer smoking/tobacco related education and referral to a variety of programs to assist employees and consumers who choose to quit using tobacco or smoking.