

Title: Tobacco-Free Initiative	Policy No.: AHR 3.11.15
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Reviewed by: Vice President, Human Resources and Organizational Development; Policy Subcommittee (PSC)	Approved by: Operations Committee

1.0 Purpose

CAMH is committed to providing comprehensive and recovery-focused care for addiction and mental health illnesses, which includes physical health and well-being. To that end, CAMH will provide a healthy tobacco-free hospital environment to ensure that those who work, visit or receive care are not exposed to the health risks associated with second-hand smoke or to triggers that may compromise their ability to remain smoke-free.

At CAMH, a safe, hazard-free workplace includes clean air. Additionally, as an addiction treatment centre, it is imperative that CAMH facilities be tobacco-free in order to provide a non-triggering environment for CAMH personnel and clients/patients struggling with tobacco addiction.

This policy will outline the expectations related to a tobacco-free environment. This policy was not developed to force clients/patients, CAMH personnel and visitors of CAMH to quit smoking but to refrain from using tobacco while on CAMH property. For those experiencing difficulty refraining due to their addiction to tobacco, clinical treatment will be provided where feasible.

2.0 Persons Affected

This policy applies to all CAMH employees, physicians, students, volunteers, agency staff, contract staff, and board members working in any capacity at CAMH. Hereafter, this group will be referred to as “CAMH personnel”.

Given the scope of this policy, clients/patients, family members, licencees and tenants of CAMH, and any visitors to CAMH will also be included. While the policy is expected to govern the behaviour of any person on CAMH property, it is important to emphasize that the policy is intended to outline CAMH personnel’s role in compliance and adherence.

3.0 Policy

- 3.1 The purchase, sale and use of cigarettes, tobacco and/or tobacco related products are prohibited on all CAMH property.
- 3.2 CAMH personnel, visitors, and family members are required to leave personal tobacco and flame-producing products (e.g. matches, lighters) in their car or at home while performing personnel duties and/or visiting. When CAMH personnel, visitors, and family members cannot do so (e.g. those who take public transit), these products must be kept out of view and inaccessible to others.
- 3.3 In accordance with the *Smoke-Free Ontario Act*, this policy acknowledges the traditional use of tobacco that forms part of Aboriginal culture and spirituality; therefore, culturally related use, purchase or cultivation of tobacco will be permitted for clients/patients, CAMH personnel, students, and visitors under the supervision of CAMH's Aboriginal staff / Aboriginal Services staff. Examples include offerings for prayers, guidance, ceremonies and participation in research.
- 3.4 CAMH will offer treatment to clients/patients to support those who wish to reduce or stop their use of cigarettes.
- 3.5 Visitors are requested not to provide clients/patients with tobacco, tobacco-related products including electronic nicotine delivery devices (e-cigarettes), or flame-producing products (e.g. matches, lighters).
- 3.6 CAMH personnel who do not abide by this policy will be disciplined according to existing Human Resources policies, up to and including termination of employment.

4.0 Definitions

CAMH building: any structure, including garages, courtyards, owned or leased by CAMH.

Courtyard: an area enclosed by four walls/fences that is attached to a CAMH building (e.g. courtyard at Russell Street; behind the security desk on the second floor at Russell Street; secured forensic units at Queen Street, Workman Way, etc).

Tobacco: This policy applies to tobacco, in any processed or unprocessed form, that may be smoked, ingested inhaled, or chewed. Tobacco or tobacco-related products and/or devices includes all electronic and/or water vapor cigarettes, marijuana cigarettes or any other product or device that simulate the act of smoking (with the exception of approved smoking cessation medications, such as the nicotine replacement therapy inhaler).

5.0 Responsibilities

All CAMH personnel have shared responsibility for supporting and adhering to this policy. Specific responsibilities are outlined below. If CAMH personnel require assistance in enacting, including promoting adherence to the policy when necessary, they can refer to the procedure in section 6.0 and/or resources linked in section 8.0.

5.1 Security

Monitor adherence to the policy on CAMH property.

5.2 Management

- Clearly communicate policy expectations to all CAMH personnel.
- Ensure the provision of supportive measures to assist clients/patients in the transition to and maintenance of a tobacco-free facility. Supportive strategies include, but are not limited to, the provision of nicotine replacement therapy, counselling, education and smoking cessation support through programs and services.
- Ensure the provision of supportive measures to assist CAMH personnel in the transition to a tobacco-free facility.

5.3 All CAMH Personnel (including management)

- Ensure a tobacco-free facility.
- When safe, approach any person who is observed smoking on CAMH property and respectfully advise him/her that smoking is not permitted on all CAMH property. If appropriate, advise the person that if he/she wishes to continue smoking, to go off CAMH property where smoking is allowed. CAMH personnel may request assistance of Security, Community Ambassadors and other personnel when required to promote adherence to this policy.
- Inform visitors and family members not to supply clients/patients with tobacco, tobacco related products or flame-producing products.
- Do not use tobacco, tobacco-related products or flame-producing products while performing CAMH personnel duties.
- Do not use tobacco or tobacco-related products while on supervised outings/escorts or during therapeutic contacts in any circumstance or setting.
- Do not smoke or use tobacco or tobacco-related products in CAMH vehicles, on or off CAMH property.
- Do not smoke or use tobacco or tobacco-related products in personal vehicles while on CAMH property.

6.0 Procedures

6.1 Refer to the [CAMH Tobacco Free Protocol](#)

6.2 Enacting and Promoting Adherence to the Policy

6.2.1 If a client/patient, visitor or CAMH personnel member is witnessed smoking where smoking is prohibited, the following steps are to be followed:

- a. When safe, approach the person and respectfully inform him/her that tobacco is not permitted on CAMH property. Offer them help or direct them off CAMH property where they may smoke.
- b. If further assistance is required, contact Security and/or Community Ambassadors or other CAMH personnel to assist in managing the situation.
- c. Complete a SCORE report if violations of the Tobacco Free policy occur on CAMH property.
- d. CAMH personnel that are non-adherent with this policy will be disciplined according to existing Human Resources policies, up to and including termination of employment.
- e. Following repeated non-adherence, should a client/patient be found smoking/using tobacco products on CAMH property, the client/patient's unit, team or program and/or security will be notified. The team should revisit their clinical treatment plan to optimize the treatment of nicotine withdrawal. Warnings may be provided as well as privilege/ unit restrictions, up to and including, discharge if clinically indicated.
- f. Visitors in violation of this policy will be educated about the policy, directed off CAMH property to smoke and offered a referral to CAMH services if appropriate. Following repeated non-adherence to the Tobacco Free policy, visitors may be provided with a written warning and/or requested to leave CAMH property. Visitors who continue to smoke will be escorted from the property.

6.2.2 Fines may be levied, as appropriate, by local By-Law Officers in accordance with the Smoke-Free Ontario Act.

6.3 All new CAMH personnel will acknowledge that they have read and understand this policy.

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7.0 References

Occupational Health and Safety Act. (1990), S.O. 1990, c. O.1. Available at:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm

Smoke Free Ontario Act. (1994). S.O. 1994, Chapter 10. Available at:

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_94t10_e.htm

8.0 Links/Related Documents

8.1 CAMH Resources

[CAMH Tobacco Free Protocol Clinical Practice Dilemma No. 6: Working with CAMH's Smoke Free Policy Tobacco Free at CAMH](#)
[CAMH's Tobacco Addiction Treatment Program Screener for Tobacco Use Reference Card](#)
[CAMH Property Areas that are Tobacco-Free – Queen Street Site](#)
[CAMH Property Areas that are Tobacco-Free – College / Russell Street Site](#)

8.2 External Resources

[Ontario Tobacco Research Unit](#)
[RNAO \(2003\) - Integrating Smoking Cessation into Daily Nursing Practice](#)
[Canadian Tobacco Addiction Treatment Guidelines](#)

9.0 Review/Revision History

Date	Revision No.	Revision Type	Reference Section(s)
January 2001	1.0	New policy	n/a; titled Smoking Control
July 2005	2.0	Moderate	Expanded procedures and compliance measures; changed title to Smoke Free
July 2010	3.0	Moderate	Reformat; move from smoke free buildings to smoke free facility; references to Brentcliffe road site removed
November 2013	4.0	Complete	Transition from smoke free to Tobacco Free
January 2014	5.0	Minor	Additions to staff responsibilities and to procedures on Enacting and Promoting Adherence to the Policy

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August 2014	6.0	Minor	Minor modification to the definition of "Tobacco". Modification of the Enacting and Promoting Adherence to the Policy to remove staff responsibility of informing PM as this is redundant with SCORE reporting.
March 2015	7.0	N/A	No changes made for this review.
Reviewed by JHSC on February 25 th , 2016			
March 2016	8.0	Minor	Clarifications of campus-wide tobacco-free policy adherence.
March 2017	9.0	Minor	<ul style="list-style-type: none"> • Reviewer and Approver authorities updated • Rewording of section 2.0