<<Facility Name>>

POLICY TITLE: SMOKING

| APPROVED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Effective Date: \_\_\_\_\_\_\_\_ |
| --- | --- |
|  | Revised Date: \_\_\_\_\_\_\_\_ |

**I. POLICY**

It is the policy of <<Facility Name>> to provide a healthy and safe environment for residents, staff and visitors by limiting the use of smoking materials on its campus.

**II.** **PURPOSE**

To establish regulations consistent with the *Life Safety Code*®, the MN State Fire Code, and the Freedom to Breathe provisions of the Minnesota Clean Indoor Air Act for the safe use of smoking materials. For purposes of this policy, smoking materials includes cigarettes, e-cigarettes, cigars, pipes, matches, lighters, etc.

**III. RESPONSIBILITY**

Responsibility for development and implementation of this policy rests with the facility safety officer.

**IV. PROCEDURE**

 A. <<Facility Name>> is a smoke-free facility. No smoking or use of smoking materials will be allowed in the building.

1. Signs that prohibit smoking in the building will be prominently placed at all building entrances used by residents, staff and visitors.

2. This policy applies to everyone.

a. Staff will be informed of this policy at time of hire.

b. Residents or their appointed representatives (as appropriate) will be informed of this policy upon admission to the facility.

c. This policy will be courteously communicated to visitors found smoking or using smoking materials in the building.

 B. No smoking or use of smoking materials will be allowed on the <<Facility Name>> grounds, including parking lots, except at the following locations:

* <<List those locations>>

1. A suitable number of noncombustible ashtrays will be provided in smoking areas.

a. To reduce the potential for a burning cigarette to fall out of the ashtray and onto nearby combustibles, only ashtrays designed with holders **inside** the ashtray will be used.

b. Cigarettes or other smoking materials will not be left unattended in ashtrays.

2. Smoking areas will be provided with metal containers equipped with self-closing covers to be used **solely** for the disposal of cigarette butts and ashes.

a. A sign to that effect will be posted on the containers.

b. No combustible (e.g. plastic or paper) liners will be allowed in these containers.

c. All cigarettes and other smoking materials will be promptly disposed of in these containers and are not allowed to be discarded elsewhere on the <<Facility Name>> grounds.

3. Oxygen is not allowed in smoking areas at any time.

a. This would include:

* Oxygen concentrators, even if they’re shut off
* Compressed gas oxygen cylinders, even if the cylinder valve is closed, and
* Liquid oxygen containers, even if the container’s flow control valve is set at zero

b. No shall be allowed to smoke while using oxygen.

c. Smokers must remain at least 5 feet away from oxygen in use.

 C. Staff is responsible for ensuring that smoking by residents is done in a safe manner.

1. Residents will be allowed to smoke and use smoking materials only as specified in their care plan.

2. Residents who smoke will be evaluated for their ability to smoke safely and independently. This evaluation will be performed upon admission and will include an evaluation of the residents’ ability to light a cigarette, smoke it safely, handle the ashes and put the cigarette out safely.

a. These residents will be reevaluated on at least a quarterly basis, or more frequently as dictated by any significant changes in condition, to ensure that they continue to be capable of smoking and using smoking materials without presenting a danger to themselves or others.

b. Should burn holes be found in a resident’s clothing or bedding or any incidents of unsafe smoking occur, nursing staff will be notified immediately and a new smoking evaluation completed. If deemed necessary, a smoking apron may be offered.

3. Residents deemed unsafe to smoke independently will be allowed to smoke only when under the direct supervision of family members, friends (that are not residents), significant others or facility staff.

4. Residents will not be allowed to take other residents to the smoking area or provide the direct supervision needed for residents deemed unsafe to smoke independently.

5. Residents will not be allowed to borrow cigarettes or other smoking materials from each other. Residents deemed unsafe to smoke independently will not be allowed to be in possession of cigarettes or other smoking materials. These items will be secured at the main nurse station and dispensed only on request or as specified in the resident’s care plan.

6. Residents deemed unsafe to smoke independently will be offered a smoking cessation program with physician and family support.

 D. Staff will be trained at time of hire and annually thereafter in proper procedures for extinguishing clothing fires.

* << Identify the specific procedure, or combination of procedures, staff is expected to use to extinguish a clothing fire (e.g. Stop, Drop & Roll; fire blanket; pressurized water portable fire extinguisher or water mist type portable fire extinguisher) >>