



**BLACK HAWK HEALTH CENTER
POLICY: COMMERCIAL TOBACCO
DEPARTMENT: CLINIC-WIDE**

Resolution:	SF-18-84
Effective Date:	03/14/2018
Origination Date:	02/13/2018

PURPOSE:

To provide the guidelines by which a safe and healthy working environment exists and to promote the health and well-being of staff and all persons visiting Black Hawk Health Center (BHHC). As a health care facility, it is our obligation to promote healthy behaviors to our clients and the public as well as to strongly assert the risks of commercial tobacco use. This policy communicates the commitment of BHHC to provide a smoke-free environment for our patients, staff, and any one visiting the facility. The use of tobacco by our staff compromises our image as a healthcare facility and is incompatible with our mission.

DEFINITIONS:

Commercial Tobacco: Any tobacco product other than that used by American Indians for the sole purpose of healing of the mind, body, and spirit.

Tobacco Use Includes: Cigarettes whether hand rolled or rolled commercially, chew tobacco, cigars, snuff, pipe tobacco, e-cigarettes, and/or any form of “vaping.”

Staff: Any employee full-time, part-time, temporary, consultant, volunteers, vendors, and/or contractors.

Black Hawk Health Center: All health facilities including Merle Boyd Center.

POLICY:

Smoking, vaping, or the use of any commercial tobacco product is prohibited in or on all Black Hawk Health Center (BHHC) buildings, parking lots, ramps, vehicles, and sidewalks of the Sac and Fox Nation health system.

Compliance with this policy is expected based on the importance of the message this conveys to our patients as well as the implications the policy has on the health and well-being of our staff. Adherence to this policy is a condition of continued employment with our BHHC.

1. Provisions

- a. Signs declaring BHHC a “Commercial Tobacco Free” facility will be posted at entrances and other conspicuous places.
- b. BHHC facilities will post this policy in employee common areas and will advise employees at the monthly staff meeting. Supervisors will be responsible for notifying their staff of the provision of this policy. New staff will also be advised of this policy during their orientation.
- c. BHHC staff may attend the tobacco cessation support group.
- d. American Indian/Alaska Native staff are eligible for the Tobacco Incentive Program (TIP) and may receive Nicotine Replacement Therapy (NRT) products and/or other prescribed medications from the clinic pharmacy. The staff will be responsible for initiating TIP services through their health care provider.
- e. Any questions regarding this policy should be addressed by the health facility’s safety officer.

2. Enforcement

- a. The monitoring and enforcement of the BHHC smoking policy is the responsibility of all staff and volunteers. It will be the responsibility of all staff and volunteers to politely bring this smoking policy to the attention of persons observed violating the policy.
- b. Staff and volunteers who violate or refuse to abide by this policy should be reported to their immediate supervisor for appropriate action, which includes:
 - i. Verbal Warning, with counseling by facility smoking cessation facilitator
 - ii. Written Reprimand, with mandatory one hour presentation on “Tobacco 101” and/or the dangers of commercial tobacco at the next monthly staff meeting
 - iii. Suspension without pay for a period of up to ninety (90) calendar days
 - iv. Termination



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- c. All staff are authorized and encouraged to communicate this policy with courtesy and diplomacy, especially with regard to patients and visitors. Patients who refuse to comply with BHHC's tobacco-free facility will be counseled by the nurse or physician responsible for the patient's care.
- d. Supervisors are responsible to ensure that the Smoking Policy is implemented and enforced.