

Title: Tobacco-Free Initiative	Policy No.: AHR 3.11.15
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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 staff 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, staff 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, medical staff, students, volunteers, agency staff, contract staff, lessee person(s) and board members working in any capacity at CAMH. Hereafter, this group will be referred to as "staff".

Given the scope of this policy, clients/patients, family members, 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 staff's role in compliance and adherence.

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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 Staff, 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 staff duties and/or visiting. When staff, 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, staff, 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 staff 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, inhaled, or chewed. Tobacco or tobacco related products and/or devices includes all electronic and/or water vapor cigarettes or any other product or device that simulate the act of smoking.

5.0 Responsibilities

All staff have shared responsibility for supporting and adhering to this policy. Specific responsibilities are outlined below. If staff requires 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 staff.
- 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 staff in the transition to a tobacco-free facility.

5.3 All Staff (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 outside of CAMH property where smoking is allowed. Staff may request assistance of Security, Community Ambassadors and other staff 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 staff 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 [CAMH Tobacco Free Protocol](#)

6.2 Enacting and Promoting Adherence to the Policy

6.2.1 If a client/patient, visitor or staff 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 to where they may smoke.
- b. If further assistance is required, contact Security and/or Community Ambassadors or other staff to assist in managing the situation.
- c. Complete a SCORE report if violations of the Tobacco Free policy occur on inpatient units or indoors on CAMH property.

- d. Inform the Tobacco Free Project Manager of observed tobacco use; include as much information as possible.
- e. Staff that are non-adherent with this policy will be disciplined according to existing Human Resources policies, up to and including termination of employment.
- f. 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.
- g. Visitors in violation of this policy will be educated about the policy, directed to an appropriate area 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*

6.2.3 All new Staff will acknowledge that they have read and understand this policy.

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

[Screening for Tobacco Use](#)

[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](#)

[Tobacco-Free policy summary](#)

8.2 External Resources

[Ontario Tobacco Research Unit](#)

[RNAO \(2003\) - Integrating Smoking Cessation into Daily Nursing Practice](#)

[Canadian Tobacco Addiction Treatment Guidelines](#)

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9.0 Review/Revision History

Date	Revision No.	Revision Type (minor edit, moderate revision, complete revision)	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

* Reviewed with Joint Health and Safety Committee December 9, 2013