



Frequently Asked Questions For Managers/Supervisors

Q: What is my responsibility as a manager related to the tobacco-free policy?

A: Management responsibilities include:

- Understand and follow the policy yourself.
- Discuss the policy with your employees and encourage their questions to ensure that they understand it. You are required to communicate this policy to staff prior to July 9, 2007. Distribute the FAQ sheet, employee and visitor resource sheets and nicotine replacement therapy sheets, which will answer a number of their questions.
- Enforce the policy uniformly and fairly with all employees you encounter, as well as medical staff, patients and visitors.
- Support your employee's efforts to inform patients, visitors and other employees about the policy, resources and options.
- Be respectful of employees that use tobacco, letting them know about the available resources the hospital is providing.

Q: Is smoking allowed anywhere on campus?

A: No. Employees may choose to leave the campus to smoke on their lunch break only; however, employees are required to punch out when leaving LGH property. Managers are expected to enforce the break and lunch time limits, as well as the off-unit and time clock policies.

Q: What should I do if an employee leaves his or her work area for an extended period of time to smoke?

A: Employees that exceed the allocated time for breaks and lunch for any reason must be addressed by the manager or supervisor of that area. Excessive absence from the department should result in the usual disciplinary action for the employee, and the manager or supervisor is responsible for follow-through with Human Resources.

Q: What do I do if I see an employee who is violating the policy?

A: Politely say, "This campus is now tobacco-free." Be supportive and respectful. However let them know that you need to report the violation to their manager. An employee's refusal to comply with your request constitutes insubordination.

Q: The new tobacco-free policy is discriminatory towards smokers. Isn't it the right of a smoker to smoke when outside?

A: No. Employers have the right to limit or eliminate smoking on their property. Recent court rulings maintain that smokers are not entitled to protection against discrimination as addicts or as disabled persons. Smokers are addicted to the nicotine, not the cigarette, which is the delivery device. People who smoke do not have a legal right to smoke at a tobacco-free worksite.

Q: What options will be available to employees who want to quit smoking?

A: LGH is providing a variety of smoking cessation programs for those employees who choose to stop smoking, including free course registration in Freedom from Smoking ® Cessation classes, and nicotine replacement therapy. Employees may register for the cessation classes by calling 1-877-LGH-WELL. Nicotine replacement therapy including patches, gum and lozenges are available in Community Health & Education and Occupational Health and Pharmacy evenings and weekends.

Q: What if the doctor writes an order for a "smoking break" for an inpatient?

A: A physician's order to allow a patient to smoke ("a smoking break") will not be honored. The nursing staff should remind the physician of the tobacco-free campus policy. If the physician insists, the issue should be referred to the Nursing Supervisor on duty.

Q: Will our smoking policy be explained to job applicants?

A: Human Resources will inform job applicants of the policy.