



# PSYCHIATRIC HEALTH FACILITY POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA  
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

<b>Section - PSYCHIATRIC HEALTH FACILITY</b>	<b>Effective: 5/1/2013</b>
<b>Policy- Smoke Free Facility</b>	<b>Revised: N/A</b>
PHF CEO's Approval <u><i>[Signature]</i></u>	Date: <u>7/2/13</u>
PHF Executive Medical Staff Chair's Approval <u><i>[Signature]</i></u>	Date: <u>6.26.13</u>
Committee Chair's Approval <u><i>[Signature]</i></u>	Date: <u>6/26/13</u>
Form Ref. A-4.0	

## POLICY:

in the interest of promoting health, well-being and safety of patients, staff and visitors, it is the policy of the Santa Barbara County Alcohol Drug and Mental Health Services (ADMHS) to provide a smoke-free environment at the Psychiatric Health Facility (PHF). No smoking is allowed by patients, employees, volunteers and visitors within the PHF, on the patio or near all entrances and windows and shall only take place in a designated smoking area (DSA) on ADMHS and Public Health Department (PHD) property.

## DEFINITIONS:

**Smoke** - means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition or vaporization, when the apparent or usual purpose of the combustion, electrical ignition or vaporization is human inhalation of the byproducts, except when the combusting material contains no tobacco or nicotine and the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term "Smoke" includes, but is not limited to, tobacco smoke, electronic cigarette vapors, and marijuana smoke.

## PROCEDURES:

1. ADMHS will communicate that smoking is prohibited at the Psychiatric Health Facility (PHF)
  - A. ADMHS will post clear and prominent signs indicating that smoking is prohibited.
  - B. ADMHS will inform employees of PHF of non-smoking policy verbally (staff meetings) and in writing (distribution of PHF Smoke Free Facility Policy & Procedure).

- C. Upon admission, new patients will be informed that smoking is prohibited and nicotine replacement therapies and other smoking cessation medications may be used to prevent nicotine withdrawal, unless otherwise medically contraindicated.
  - D. Resources (brochures and cessation helpline telephone number) to assist patients, visitors, and staff with efforts to quit using tobacco products will be available.
2. Enforcement and Violations
- A. All employees and volunteers are responsible for compliance and to help enforce this policy.
  - B. Staff should remind anyone smoking within the smoke-free areas about the no smoking policy and if appropriate direct them to a designated smoking area.
  - C. Patient violations of this policy should be documented on the ADMHS Unusual Occurrence Incident Report form and submitted to the relevant supervisor and/or manager.
  - D. Employee violations of this policy should be directed to the appropriate departmental supervisor.

**Reference:**

Santa Barbara County Code, Chapter 37