

Policy Number: 2024
Subject: Smoking and Tobacco Products Policy

Policy:

Kennebec Behavioral Health, as an active supporter of good health practices, is concerned with the ill effects of smoking and tobacco products, both for the user and persons exposed to smoke and tobacco byproducts. Therefore, all areas of Kennebec Behavioral Health will be designated as **“No Smoking” and use of Tobacco products will be prohibited.**

Definitions:

Tobacco use is defined as the smoking, vaping or use of all tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, electronic cigarettes and other non-FDA approved nicotine delivery devices.

This Tobacco-free campus policy applies to all staff, clients, visitors and vendors.

Procedure:

Smoking and use of tobacco products will not be permitted in Kennebec Behavioral Health’s buildings including individual client residences or in public areas on the grounds, parking lots and all organization owned or leased vehicles as required by **The State of Maine’s Workplace Smoking Act of 1985 and MSRA 22 § 1541-1550.**

In addition to the above restriction on smoking and tobacco use at KBH facilities, the use of marijuana (cannabis), even for medical purposes is also prohibited.

Smoking and tobacco use at any Kennebec Behavioral Health Residential or Clubhouse facility that is staffed is confined to designated smoking areas only. Smoking and tobacco use areas must be outdoors, at least 20 feet from entryways, windows, vents and doorways, and not in any location that allows smoke to circulate back into a Kennebec Behavioral Health building.

Tobacco may not be used by clients, customers or staff during any work/services-related activity at off-site locations. When clients and KBH staff meet professionally in the community, KBH staff will not smoke or use tobacco products in the presence of clients. Staff will also ask clients not to smoke or use tobacco products in their presence. They may terminate the session if the client wishes to continue use.

Disciplinary action, as outlined in Policy 2008, may apply in situations where staff have been found to have violated this policy.

Materials will be made available at all locations on the dangers of second-hand and third-hand smoke. The agency will also have information available regarding resources to assist individuals in becoming tobacco-free.

As an Agency providing Mental Health and/or Substance Abuse Services through contracts with the Department of Health and Human Services, Office of Substance Abuse and Mental Health Services, Kennebec Behavioral Health provides for:

- (a.) Screening for new clients entering services at Kennebec Behavioral Health for tobacco use and inclusion of need for treatment in plans of care, as applicable;
- (b.) Annual screening of individuals receiving MH/SA services for tobacco use and dependence
- (c.) Referral of individuals receiving MH/SA services to evidence-based tobacco cessation treatment, as available.

This policy will be communicated through tobacco-free signs posted at all entrances to the property and buildings, in parking lots, near picnic tables and other outside seating areas. Policy communication will be included in new employee orientation and on the Agency website.

Advertising or promotion of tobacco products is not allowed on the organization's property, including all satellite offices, buildings, and any other properties owned or leased by the behavioral health organization. This includes publications and magazines subscribed to by the organization for placement in waiting areas.

Policy Revision History:

Original Effective Date: 6/99

Revised Date: 3/04, 10/04, 7/07, 8/12, 4/16, 7/17

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