

NAVHOSPOAKHARBORINST 5100.1K
02018
13 July 2003

NAVHOSPOAKHARBOR INSTRUCTION 5100.1K

Subj: TOBACCO-FREE WORKPLACE

Ref: (a) DODINST 1010.15
(b) SECNAVINST 5100.13A
(c) NASWHIDBEYINST 6110.3B
(d) U.S. Navy Uniform Regulations, Paragraph 1101.2

1. Purpose. To establish a healthy working environment, discourage the use of tobacco products, educate personnel about the danger of tobacco use, and provide encouragement and assistance to tobacco users who wish to quit. Also to provide guidance for all medical, nursing, and Hospital Corps staff in tobacco use prevention and promotion of cessation.

2. Cancellation. NAVHOSPOAKHARBORINST 5100.1J.

3. Definitions

a. Tobacco Use - Includes the use of smoked and smokeless tobacco (e.g., plug, leaf, snuff, dip, chew).

b. Second-hand Smoke - The smoke exhaled by a smoker or the smoke from the burning end of a cigarette/cigar/pipe.

c. Smoke-Free - A condition by which smoking is prohibited in a particular area.

d. Designated Smoking Area - An outdoor or enclosed area, designated by the Commanding Officer, where tobacco use is allowed.

4. Applicability and Scope

a. Reference (a) applies to all DoD military and civilian personnel, including non-appropriated fund employees and contract personnel, DoD family members, and visitors while in DoD occupied buildings, facilities, vehicles, and aircraft.

b. Reference (b) is aimed at establishing a healthy working environment, discouraging the use of tobacco products, educating personnel about the danger of tobacco use, and providing encouragement and assistance to smokers who wish to quit.

c. Reference (c) applies to all tenant commands and squadrons assigned to Naval Air Station, Whidbey Island (NASWI).

d. This instruction does not supersede provisions of existing civilian collective bargaining agreements until their expiration. Prior to implementing this policy for civilian employees, activities must, where applicable, discharge their labor relations' obligations. Assistance and guidance may be obtained from the Patient Relations Office.

5. Background. Smoking is the largest preventable cause of illness and premature death in the United States. Smoking is known to be harmful to the smoker and to persons exposed to second-hand smoke. Cigarettes are the cause of many hospital fires, and are responsible for most fire deaths in hospitals. In the United States exposure to second-hand smoke is responsible for 53,000 premature deaths per year. Smokeless tobacco use causes 27,000 new cases of oral cancer per year in the United States. In addition, workplace productivity and medical readiness is adversely affected by the impact of tobacco use by military and civilian employees. Employees who smoke take on average of 6½ more sick days per year than non-smokers, and incur an additional six medical visits for themselves and four for their family members than those who do not smoke. Overall productivity is decreased by an average of eight-percent per day for each smoker employed. All of these factors greatly impact the ability of Naval Hospital, Oak Harbor to achieve its mission due to decreased productivity, staff member illness, premature medical retirement, and overall medical readiness for the active duty component. The hospital, as an employer, has an obligation to provide a safe working atmosphere for the staff and a healing environment for patients. Each person must recognize the obligation to preserve one's health and be sensitive to the needs of others to ensure a safe, healthy, unpolluted work, and living environment.

6. Policy. It is the policy of the Surgeon General of the Navy that the Navy Medical Department establish programs, procedures, and policies which serve to discourage tobacco use and promote good health.

7. Action

a. Outpatients, Visitors and Students.

(1) Visitors, outpatients, and students are prohibited from using tobacco at anytime within the confines of the hospital and its outlying buildings. Signs indicating this policy are to be prominently displayed at each entrance. Patient information and orientation information materials will describe this policy.

(2) All areas inside buildings 993, R-52, R-53, and R-80 are designated as non-smoking.

(3) Smoking/tobacco use is permitted in the following areas:

(a) Building 993: West smoking shelter.

(b) Building 993: East-loading dock smoking shelter.

b. Staff.

Deleted:

(1) Tobacco use by staff members is discouraged. It is considered incompatible with the healthcare and health promotion missions of the hospital.

(2) Reference (c) provides guidance for tobacco use while in uniform. Specifically, Navy personnel must present a proud and professional appearance that will reflect positively on the individual, the Navy, and the United States. Therefore, when in a pedestrian status, in other words, walking from point to point while in uniform, it is inappropriate and detracts from military bearing for personnel to have their hands in their pockets, to be using tobacco products, or to be eating and/or drinking. All personnel stationed at Naval Hospital, Oak Harbor and NASWI will comply with these regulations and be available to teach others the correct wear of the uniforms.

(3) Tobacco use is not permitted in the confines of Naval Hospital, Oak Harbor patient areas. Visitors, patients, and staff tobacco use is only permitted in designated smoking areas.

(4) Smoking is not permitted within 50 feet of gasoline, paint, oil, or other flammable liquid storage, nor in areas where combustible supplies and materials are stored. Smoking is not permitted in the vicinity of oxygen, acetylene, or other flammable gas storage.

(5) Cigarettes and other tobacco products will not be sold or distributed in the hospital.

(6) Tobacco use is permitted in the following areas only:

(a) Building 993: West smoking shelter.

(b) Building 993: East-loading dock smoking shelter.

(7) Any person caught littering the installation with cigarette butts will be charged with violating the Washington State Litter Law (RCW 70.93.060), a misdemeanor as assimilated by 18USC 13, and if found guilty, will be fined a minimum of \$50 and be required to pick up litter for not less than 8-hours nor more than 16-hours for each separate offense. The maximum punishment that can be imposed includes, a fine of no more than \$1,000, 90 days of confinement, or both.

8. Responsibilities

a. Commanding Officer will:

(1) Be responsible for implementing a Tobacco Abuse/ Cessation policy that actively encourages and assists tobacco users to discontinue tobacco use.

(2) Be responsible for budget formation pertaining to tobacco cessation/prevention/treatment programs.

(3) Ensure that tobacco use prevention and cessation classes are provided.

(4) Ensure that all incoming personnel during check-in/indoctrination are aware of tobacco abuse/cessation guidelines. In addition, General Military Training (GMT) and other appropriate familiarization opportunities may be used to ensure that the elements of the command policy are fully implemented.

b. Labor Relations Specialist will:

(1) Provide guidance to all activities regarding implementation of this order.

(2) Respond to civilian employee inquiries and provide advice and guidance via the normal chain of command with respect to civilian personnel policy and issues related to this order.

(3) Provide assistance to supervisors in documenting violations on the part of civilian employees and initiating appropriate corrective actions.

c. Directors, Department Heads, and all Supervisory Personnel at all levels will:

(1) Be responsible for enforcing the Tobacco Abuse policy.

(2) Ensure that problems, complaints, and inquiries are addressed and resolved at the lowest level possible.

(3) Ensure that all personnel under their supervision are educated in tobacco use hazards.

(4) Inform civilian employees who are tobacco users that Naval Hospital, Oak Harbor has tobacco cessation resources available for their use.

(5) Provide current users with resources and treatment information when the user determines readiness to take action and make an attempt to quit his/her tobacco use.

d. Head, Operating Management Department will ensure that posted signs are consistent with this instruction and maintained, as needed.

9. Punitive Order. Any violation of these regulations shall constitute a basis for disciplinary or administrative action under the Uniform Code of Military Justice (UCMJ), per reference (d), or

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13 Jul 2003

applicable state and Federal Laws and regulations. The prohibitions set forth in this instruction constitute lawful general orders.

/S/
S. B. HERROLD

Distribution:
NAVHOSPOAKHARBORINST 5216.2B
List A, B, and C
Less A1, A2, A3