



HURON BEHAVIORAL HEALTH OPERATIONAL POLICY

Policy #: SE.1.29
Issue Date: 08/22/17
Rev. Date: 10/24/23
Page: 1 of 5

Title: Tobacco-Free / Smoke-Free Workplace Policy

Prepared By: Executive Director

NOTE: This Document Copy is **Uncontrolled and Valid on this date only: November 14, 2023**. For Controlled copy, view shared directory I:\ drive

Purpose:

In accordance with the Michigan Smoke-Free Air Law (Public Act 188 of 2009), Huron Behavioral Health (HBH) is committed to establishing and maintaining an environment free of tobacco and second-hand smoke on its campuses. HBH believes this effort will create a healthier environment for employees and everyone who visits our campuses. It also demonstrates and supports HBH's commitment to improving the health of the community, and sets the example for other businesses and organizations to follow.

Scope:

This policy applies to all campuses and programs of Huron Behavioral Health, including the Main Office building, Community Links building, Genesis Home, and North Van Dyke (NVD) buildings and all employees, consumers, interns, students, volunteers, and visitors to HBH.

Information:

1. The tobacco-free Initiative at Huron Behavioral Health is driven by the strategic goal to improve the health of all individuals that come to HBH (see the HBH Short-Term Plan and Strategic Plan).
2. HBH believes that all employees have the right to work in a tobacco-free environment. HBH also believes that all consumers and visitors have the right to conduct their business in a tobacco-free environment. No person should have to choose between their health and their treatment, job, or business. A tobacco-free environment provides a safer, healthier place.
3. Research demonstrates cigarettes, cigars, pipes, chewing tobacco and other types of smokeless tobacco all have known carcinogens which may cause cancer. There are many forms of tobacco on the market, and people often think some forms are safe and don't cause health problems. This is not true. There is no safe form of tobacco. Even smokers who do not inhale are breathing in large amounts of smoke from their mouths and the lit end of the cigarette, cigar, or pipe. Additionally, second-hand smoke has been proven to cause cancer.
4. Some individuals are using Electronic Nicotine Delivery Systems (ENDS) to reduce traditional tobacco use. In order for adult smokers to benefit from ENDS, they must completely quit combusted tobacco use. Smoking even a few cigarettes per day is dangerous to your health. Smokers who cut back on cigarettes by using ENDS, but who don't completely quit smoking cigarettes, are not fully protecting their health. Smoking just one (1) to four (4) cigarettes a day doubles the risk of dying from heart disease. And, heavy smokers who reduce their cigarette use by half still have a higher risk for early death.
5. ENDS are not an approved Food and Drug Administration (FDA) approved 'quit aid'. According to the Centers for Disease Control (CDC), ENDS aerosol is NOT harmless "water vapor" and is NOT as safe as clean air. The FDA has approved five (5) forms of Nicotine Replacement Therapy (NRT) for individuals over the age of eighteen (18): transdermal nicotine patches, nicotine gum, nicotine lozenges, prescription nasal spray, and prescription oral inhaler. These products, when used according to direction, are permitted under this policy for individuals over the age of 21.
6. Although the Michigan legislation has approved the use of marijuana for medical and recreational use, marijuana in any form (smoking, edible, etc.) is strictly forbidden at any HBH campus.
7. According to the Centers for Disease Control (CDC):
 - Smoking accounts for about 30% of all cancer deaths in the United States, including about 80% of all lung cancer deaths. Lung cancer is the leading cause of cancer death in both men and women, and is one of the hardest cancers to treat. Nearly one in five deaths in the United States can be attributed to smoking tobacco. According to the Centers for Disease Control, 480,000 people die from diseases related to

Title: Tobacco-Free / Smoke-Free Workplace Policy

Prepared By: Executive Director

Policy #: SE.1.29
Issue Date: 08/22/17
Rev. Date: 10/24/23
Page: 2 of 5

NOTE: This Document Copy is **Uncontrolled and Valid on this date only: November 14, 2023.** For Controlled copy, view shared directory I:\drive

smoking each year. Additionally, secondhand smoke causes 41,000 – 49,000 deaths among nonsmokers, including 7,300 lung cancer deaths each year in the United States.

- Tobacco use is the leading preventable cause of death and disease in the United States. For persons with a mental illness, tobacco use is one of the contributing factors that may lead to death at a younger age. It is the number one cause of drug addiction in adults and children in the United States. It is also the number one cause of both cancer and emphysema and a leading cause of heart disease and strokes. Tobacco use kills more Americans than alcohol, car accidents, HIV, guns, and illegal drugs combined. Smoking not only causes cancer, but it has been shown to damage nearly every organ in the body, including the lungs, heart, blood vessels, reproductive organs, mouth, skin, eyes, and bones.
 - Secondhand smoke is classified by the U.S. Environmental Protection Agency as a "Group A" carcinogen—the most toxic substances (benzene, radon, asbestos, etc.) known to cause cancer in humans. Second-hand smoke increases a non-smoker's risk for heart disease, asthma, allergies, and bronchitis.
8. There are many benefits to be gained from a tobacco-free workplace. For employees this includes, but is not limited to:
- A healthier and safer workplace
 - Elimination of second-hand smoke and the chemicals that irritate and damage airways
 - Employees and supervisors appreciate clear company policies regarding smoking and use of smokeless tobacco products at work

For the employer, this includes, but is not limited to:

- A safer, healthier workplace
- Reduced healthcare costs
- Reduced maintenance costs when smoke, matches, cigarette/cigar butts are eliminated from workplace
- Reduced odors from smoke and cigarette or cigar butts
- Reduced risk of fire

Policy:

1. Effective May 1, 2018, all Huron Behavioral Health campuses have become tobacco free, including all outdoor grounds, properties, parking areas, and vehicles (agency or employee owned) which are parked on any HBH grounds. This policy specifically covers the following campus locations:
 - 1375 R. Dale Wertz Drive, Bad Axe, MI 48413 (known as the Main Office building)
 - 1345 R. Dale Wertz Drive, Bad Axe, MI 48413 (known as the Community Links/CL building)
 - 1700 North Van Dyke Road, Bad Axe, MI 48413 (known as the NVD/Flashpoint building)
 - 4440 N. Washington Street, Ubly, MI 48475 (known as the Genesis Home)
2. HBH recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco and strives to provide a tobacco-free environment for all employees, consumers, and visitors.
3. This policy covers all tobacco products (such as cigarettes, cigars, pipes, chew/oral tobacco, etc.) and Electronic Nicotine Delivery Systems (ENDS) such as e-cigarettes, vaping, water pipes, hookahs, etc.
4. This policy applies to both employees and non-employee visitors of Huron Behavioral Health.
5. The use of tobacco products will not be allowed within the facilities or on any HBH grounds at any time.
6. HBH's Board of Directors and HBH executive management staff have made the decision to eliminate the designated smoking areas outside the buildings. Receptacles which are used for the collection of smoking materials located at the entrance of HBH main office building is provided for safety purposes, so that individuals entering an HBH building can extinguish any tobacco/smoking devices in a safe manner prior to entering the building.

Title: Tobacco-Free / Smoke-Free Workplace Policy

Prepared By: Executive Director

Policy #: SE.1.29

Issue Date: 08/22/17

Rev. Date: 10/24/23

Page: 3 of 5

NOTE: This Document Copy is **Uncontrolled and Valid on this date only: November 14, 2023.** For Controlled copy, view shared directory I:\drive

7. The use of any tobacco products, including smokeless cigarettes or vapor devices is strictly prohibited in any agency vehicle.
8. Employees have been informed of this policy and will be reminded through signs posted at the entrance to all parking lots and in all facilities and vehicles, News & Views (the agency newsletter), the "[HBH Employee Handbook](#)" (PPM.00), e-mail reminders, and/or orientation and training provided.
9. Consumers and visitors will be informed of this policy and if employees see/witness anyone using tobacco products on an HBH campus, they will remind the visitor(s) about the tobacco-free policy and ask them to discontinue the tobacco related activity.
10. The World Health Organization (WHO) promotes using the five (5) "A's" Model of brief tobacco interventions when working with tobacco-using individuals served. In support of this approach, HBH clinical staff will:
 - **Ask** about tobacco use (*systematically identify all tobacco users at every visit; make it part of your routine*)
 - **Advise** in creating a quit plan (*urge/persuade tobacco users to quit in clear, strong, personalized language*)
 - **Assess** willingness to make a quit attempt (*determine the willingness/readiness to make a quit attempt*)
 - **Assist** in the quit attempt (*make a plan and provide help to move the person toward a successful quit*)
 - **Arrange** (*schedule follow-up contacts or referrals for specialized support*)
11. Clinical staff will utilize the core skills of motivational interviewing including use of OARS (see bullets below) skill-based model of interactive techniques using motivational interviewing principles to gently encourage consumers to consider the health benefits of reducing and/or eliminating tobacco use which includes using:
 - Open-ended questions
 - Affirmation
 - Reflective listening
 - Summarizing

Staff will listen for and be alert to 'change talk' from the consumer and promptly and empathetically provide encouragement and information.
12. HBH will provide information about quitting to smokers and will encourage any individuals who want to quit tobacco by helping them access cessation programs and/or cessation materials.
13. Employees who violate this policy will be subject to disciplinary procedures (see the "[HBH Employee Handbook](#)" PPM.00).

Definitions/Acronyms:

Acronyms:

ACS – American Cancer Society

CDC – Centers for Disease Control

COA – Council on Accreditation

ENDS – Electronic Nicotine Delivery System

FDA – Food and Drug Administration

GRAS – Generally Recognized as Safe

HBH – Huron Behavioral Health

NRT – Nicotine Replacement Therapy

OARS – Open-Ended questions, Affirmation, Reflective listening, and Summarizing

WHO – World Health Organization

Definitions:

Tobacco products – refers to cigarettes, cigars, pipe smoking, smokeless tobacco, e-cigarettes, and all other Electronic Nicotine Delivery Systems (ENDS) such as water pipes, hookahs and other ENDS as may be developed in the future. Additional information on these various alternatives includes, but may not be limited to:

Title: Tobacco-Free / Smoke-Free Workplace Policy

Prepared By: Executive Director

Policy #: SE.1.29

Issue Date: 08/22/17

Rev. Date: 10/24/23

Page: 4 of 5

NOTE: This Document Copy is **Uncontrolled and Valid on this date only: November 14, 2023.** For Controlled copy, view shared directory I:\drive

- “Light” and “Low Tar” cigarettes were once believed to have lower health risks, but studies have shown that the risk of serious health effects is not lower in smokers of light or low-tar cigarettes. To date, because of this, the US Food and Drug Administration (FDA) has banned use of the terms “light,” “mild,” and “low” in any cigarette sales.
- Hand-rolled cigarettes are no safer than commercial brands. In fact, life-long smokers of hand-rolled cigarettes have a higher risk of cancers of the larynx (voice box), esophagus (swallowing tube), mouth, and pharynx (throat) when compared with smokers of machine-made cigarettes.
- “All natural” cigarettes are now being marketed as having no chemicals or additives and rolled with 100% cotton filters. There’s no proof they are healthier or safer than other cigarettes, nor is there good reason to think they would be. Smoke from all cigarettes, natural or otherwise, has many chemicals that can cause cancer (carcinogens) and toxins that come from burning the tobacco itself, including tar and carbon monoxide. Even herbal cigarettes with no tobacco give off tar, particulates, and carbon monoxide and are dangerous to your health.
- Menthol cigarettes are not safer than unflavored cigarettes. In fact, they could be even more dangerous. Menthol cigarettes tend to be “easier” to smoke – the added menthol produces a cooling sensation in the throat when the smoke is inhaled. It lessens the cough reflex and covers the dry feeling in the throat that smokers often have. People who smoke menthol cigarettes can inhale deeper and hold the smoke in longer. The specific dangers of menthol cigarettes are an active area of research, but they are at least as dangerous as unflavored cigarettes.
- Cigar smoking has been viewed by many people as being more sophisticated and less dangerous than cigarette smoking. Yet one large cigar can contain as much tobacco as an entire pack of cigarettes. Most cigars are made of a single type of aged, air-cured or dried tobacco that’s fermented in a multi-step process. The fermentation causes chemical and bacterial reactions that change the tobacco. This is what gives cigars a different taste and smell from cigarettes. True *large cigars* may contain more than half an ounce of tobacco – as much as a whole pack of cigarettes. It can take from 1 to 2 hours to smoke a traditional large cigar. No matter the size, cigars are tobacco, and they contain the same cancer-causing substances found in cigarettes. All cigars are dangerous to your health.
- Clove cigarettes, also called kreteks, are a tobacco product with the same health risks as cigarettes. They contain tobacco, ground cloves, clove oil, and other additives. Kreteks have been linked to lung problems and kretek smokers have up to 20 times the risk for abnormal lung function (blocked airways or poor oxygen uptake) compared with non-smokers.
- Bidis (or “beedies”) are thin, flavored cigarettes that originated in India and other Southeast Asian countries. They are hand-rolled in an unprocessed tobacco, tendu, or temburi leaf (plants native to Asia) and may be tied with colorful strings on the ends with candy-like flavors such as chocolate, cherry, strawberry, licorice, and orange. Even though bidis have less tobacco than regular cigarettes, they deliver 3 to 5 times more nicotine than regular cigarettes, as well as other harmful substances, such as tar and carbon monoxide as they are unfiltered. And because they are thinner than regular cigarettes, they require about three (3) times as many puffs per cigarette. Bidis appear to have all of the same health risks of regular cigarettes, including many types of cancer. Bidi smokers have much higher risks of heart attacks, emphysema, chronic bronchitis, and cancer than non-smokers.
- Hookah (water pipe) originated in Asia and the Middle East. A water pipe is used to burn tobacco that has been mixed with flavors such as honey, mint, licorice, molasses, or fruit, and the flavored smoke is inhaled through a long hose. Usually, the tobacco mixture is heated using charcoal which produces carbon monoxide and other toxins. Hookahs are marketed as a safe alternative to cigarettes but this claim is false as the water does not filter out the toxins. Hookah smoke has been shown to contain toxins like carbon monoxide, nicotine, tar, and heavy metals, in concentrations that are as high, or even higher, than those in cigarette smoke and poses the same health risks.
- Electronic cigarettes (e-cigarettes) are a form of electronic nicotine delivery system (ENDS). They are small battery-operated devices that look like cigarettes. When the smoker puffs on it, the system delivers a vapor of flavorings, nicotine, and other chemicals. The vapor is inhaled like cigarette smoke, and the nicotine is absorbed into the lungs. The e-cigarette boom has led to sales of other ENDS designed to mimic other types of smoking using vaporized liquids. They look like cigarettes, cigars, pipes, or even pens or USB memory sticks. Electronic cigars (e-cigars) look like large cigars, right down to the glowing tip partly covered by fake ash. Unlike e-cigarettes, e-cigars are often wrapped with a real tobacco leaf and are sold as disposable, rather than refillable. Colorful “vape pens” or “e-hookahs” vaporize nicotine solutions often flavored like fruit and candy, which appeals to youth. E-cigarettes are often used as a way for a smoker to get nicotine in places where smoking is not allowed. This leads to dual users (people who use ENDS and traditional tobacco products). Some people think ENDS can be used to help people quit tobacco, but little research has been done on this. The makers of ENDS say that the ingredients are “safe,” but there are questions about how safe it is to inhale some substances in the ENDS vapor. ENDS cartridges are not labeled with their ingredients, so the user doesn’t know what’s in them. The amounts of nicotine and other substances a person gets from each cartridge are also unclear and have been found to vary greatly even when comparing same brand cartridges from the same manufacturer. When the

Title: Tobacco-Free / Smoke-Free Workplace Policy

Prepared By: Executive Director

Policy #: SE.1.29
Issue Date: 08/22/17
Rev. Date: 10/24/23
Page: 5 of 5

NOTE: This Document Copy is **Uncontrolled and Valid on this date only: November 14, 2023.** For Controlled copy, view shared directory I:\drive

solutions in ENDS are heated, they release acetaldehyde and formaldehyde which are known toxins. The flavorings in the solutions may also be toxic. Studies have shown that e-cigarettes can cause short-term lung changes that are much like those caused by regular cigarettes. But long-term health effects are still being studied.

- Although the vapor from ENDS is not likely to be as bad as the smoke from burning tobacco, there are concerns because these products are not regulated. There are many differences in ENDS makers, and a lot of safety questions haven't been answered yet. ENDS generally emit lower levels of dangerous toxins than combusted cigarettes. However, in addition to nicotine, ENDS aerosols can contain heavy metals, ultrafine particulate, and cancer-causing agents like acrolein. ENDS aerosols also contain propylene glycol or glycerin and flavorings which some manufacturers claim that their use is safe because they meet the FDA definition of "Generally Recognized as Safe (GRAS). However, GRAS status applies to additives for use in food, and NOT for inhalation. The health effects of inhaling these substances are currently unknown.

Forms:

N/A

Records:

N/A

Reference(s) and/or Legal Authority

COA standards

Michigan Smoke-Free Air Law (Public Act 188 of 2009)

Centers for Disease Control and Prevention; state laws prohibiting sales to minors and indoor use of electronic nicotine delivery systems – United States, November 2014. MMWR 63(49);1145-1150 @ <https://www.cdc.gov/mmwr/preview/mmwrhtml/mm6349a1.htm>
[PPM.00 HBH Employee Handbook](#)

Change History:

Change Letter	Date of Change(s)	Changes
None	08/22/17	New policy
A	03/20/18	In "Information" section added #4 & #5, in "Policy" section #3 added "pipes, chew/oral tobacco, etc.) and Electronic Nicotine Delivery Systems (ENDS), in "Acronyms" section added "GRAS", in "Definitions" section under "Tobacco products" added "Electronic Nicotine Delivery Systems (ENDS) such as water pipes, hookahs,, and other ENDS as may be developed in the future" and added last bullet, in "References" section added Centers for Disease Control and link, made several additional minor wording/grammatical changes/corrections throughout document without changing sentence content.
B	03/11/20	In "Scope" section added "Main Office building, Community Links building" and "North Van Dyke building" and removed "Hurford Homes", in "Information" section #1 removed reference to "Initiative #1.m.", and added #6, in "Policy" section #1 changed "campuses will become" to "campuses have become" and removed last bullet (Hurford Home", in #6 removed statement about removing all receptacles and replaced with new last sentence.
C	03/08/22	Reviewed by the Health & Safety Committee. In "Information" section #7 adjusted stats on smoking/cancer, combined several bullets, and eliminated redundant information, made several minor wording/grammatical changes/corrections throughout policy without changing sentence content
D	10/24/23	Made several minor wording/grammatical changes/corrections throughout document without changing sentence content.