


CHAPTER: 4	SECTION: 41	SUBJECT: <b>INDIVIDUAL CARE TO CONSUMERS</b>
TITLE: <b>TOBACCO USE</b>		
EFFECTIVE DATE: <b>8/16/05</b>	REVISED/REVIEWED DATE: <b>11/07/06, 02/05/08, 2/16/2010, 12/16/11, 01/02/13, 2/24/14, 3/17/15, 4/21/16, 4/7/17, 7/16/18, 9/4/19; 10/01/2020; 05/01/2021, 01/03/2023, 11/14/2023</b>	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To set guidelines for tobacco use on Community Mental Health of Ottawa County (CMHOC) property, contract agencies, and in CMHOC vehicles.

**II. APPLICATION:**

To all CMHOC operated and contracted programs as specified by contract. This includes all consumers receiving services, visitors, and staff.

**III. DEFINITIONS:**

Passive smoking: the inhalation of smoke, called secondhand smoke (SHS) or environmental tobacco smoke (ETS), from tobacco products used by others. It occurs when tobacco smoke permeates any environment, causing its inhalation by people within that environment.

Preventable Fires: those fires caused by cigarettes and other smoking materials.

**IV. POLICY:**

Ottawa CMH will enact procedures to ensure:

1. Consumers, staff members, and visitors are not subjected to passive smoking.
2. Preventable fires pose no risk indoors.
3. County policies and regulations are adhered to.

**V. PROCEDURES:**

1. Smoking and the use of tobacco products, including cigarettes, e-cigarettes/vapor, chew tobacco, or cigars, is prohibited in all buildings, facilities and grounds owned, rented, leased or otherwise under the control of Ottawa County, including agency vehicles. This also includes substances that may have been prescribed for an individual (such as medical marijuana).
2. This policy applies to all employees, visitors, consumers, and independent contractors.
3. Smoking is permitted in private vehicles, including those on County lots. Vehicles must be 25 feet from any building entrance, windows, and ventilation system. Tobacco products and materials must be disposed of prior to exiting the private vehicle.
4. Non-smoking consumers will not be subjected to passive smoking. In other words, staff members, advocates, and consumers will refrain from smoking anywhere where the smoke

might permeate the environment causing inhalation by a non-smoking person receiving CMH authorized services.

5. “No Smoking or Tobacco Use” signs shall be clearly, sufficiently, and conspicuously posted at every CMHOC campus and facility where smoking and tobacco use is prohibited, including entrances. The facilities and maintenance department is responsible for posing and maintaining the no-smoking signage.
6. The County is supportive of tobacco cessation programs and offers assistance to employees in seeking help with their tobacco use. CMH staff will offer assistance to consumers who are seeking tobacco cessation programs.

**VI. ATTACHMENT:**

None Applicable

**VII. REFERENCE:**

Ottawa County Policy HR-Smoking and Tobacco Use on County Property Policy  
Michigan Clean Indoor Act, Public Act 198 of 1986, as amended  
Ottawa County Smoke-Free Indoor Air Regulation  
CARF Behavioral Health standards  
Michigan Public Health Code, Public Act 368 of 1978, as amended