

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
**Smoking and Tobacco Safety**

**Chapter:**

**Effective Date:**  
7/1/1992

**Revision Date:**  
11/25/2008

**Policy Number:**

**Executive Director**

## SCOPE:

- Chapter 6400 – Community Homes For Individuals With Mental Retardation

## INTRODUCTION:

1. Since we are concerned about the health and well-being of persons who work and live in our homes, we do advise against smoking. Smoking is closely linked to health problems such as lung cancer and heart disease. Recent evidence suggests that smoking can negatively effect the health of non-smokers who are in the vicinity of a smoker.
2. Smoking is never permitted in residential homes, work sites or facility vehicles. A smoking area has been designated for smokers outside of the facilities and smokers are responsible for using provided receptacles and keeping this area clutter free. The smoking policy for the facility is reviewed regularly.
3. Individuals who smoke in the deligated smoking area must follow these precautions.
  1. Cigarettes and lighting materials must be inaccessible to those who cannot manage these safely.
  2. Cigarettes may not legally be purchased by or for minors.
  3. Smoking is never permitted in Keystone buildings.
  4. Cigarettes must always be extinguished and disposed of in a safe manner and a safe place and smokers are responsible for maintaining this area.
  5. Employees who smoke may do so only during their scheduled break time.
  6. Individuals who chew tobacco are bound by the policies and procedures for smoking.

## DISCUSSION: