



HEALTH HOLDING

HAFFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Facility Management and Safety (FMS)		
Document:	Administrative Policy and Procedure		
Title:	No Smoking Policy		
Applies To:	All MCH Staff		
Preparation Date:	August 03, 2025	Index No:	FMS-APP-027
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1. PURPOSE:

- 1.1 To limit smoking habit.
- 1.2 To prevent the hazards of passive smoking.
- 1.3 To prevent fire potentials.
- 1.4 In compliance with Royal Decree No.(M/56) dated 1436/07/28 H

2. DEFINITONS:

- 2.1 **Smoking** : the act of smoking tobacco or other substances; inhale and exhale smoke from cigarettes, cigars, pipes, etc.

3. POLICY:

- 3.1 Smoking by employees, patients, visitors, and other individuals is prohibited in all area within the Hospital.
- 3.2 Smoking is prohibited in all areas including clinics , offices , restrooms, waiting areas, mechanical equipment spaces, nursing stations, locker rooms, corridors, courtyards and entrance areas.
- 3.3 The sale of smoking materials is also prohibited on the premises of the Hospital.
- 3.4 All patients, watchers and hospital staffs should be informed by all necessary means (verbal, signage etc.) about MCH No smoking policy.
- 3.5 Employees and visitors who wish to smoke may do 15 m away from the facility.
- 3.6 Hospital staff will be disciplines for violation of this policy, using the general policy for non-adherence to organizational policies and procedures.
- 3.7 Contractors' personnel may be disciplines for repeated offenses, in accordance with the policies and procedures of their employer.
- 3.8 Any staff will verbally warn patients and visitors who smoke in the hospital by telling them politely that smoking is not allowed in MCH and they should put off the cigarette immediately , in the same time they will be directed to the areas (15 m away from the facility) where smoking is allowed.
- 3.9 In case patients and visitors do not adhere to the hospital "No Smoking" policy, after verbal warning , they will be asked to leave the facility. Security personnel will be notified and asked to escort the person from the facility, and to inform the Hospital director if necessary.
- 3.10 All employees are expected to contact ext.1179 to report violators of MCH No Smoking policy.

4. PROCEDURE:

- 4.1 Employees who violate the hospital no smoking policy will be subject to disciplinary action (See APPENDIX 7.2)
- 4.2 In case of patient and visitor who violate this policy will be asked to comply in the event of noncompliance after being informed of this policy will call police office in hospital to dealing with him.

5. MATERIAL AND EQUIPMENT:

- 5.1 No smoking signage
- 5.2 Smoking Violation Report in Healthcare Facilities

6. RESPONSIBILITIES:

- 6.1 The Hospital director , should inform all employees, including new hires, of the "No Smoking" policy.
- 6.2 The safety officer will be responsible for the erection of an appropriate number of additional "No Smoking" signs throughout the Hospital to inform/remind staff, patients and visitors of the Hospital "No Smoking" policy .
- 6.3 All Hospital employees, contractors' personnel, patients, visitors, volunteers, etc. should adhere to the "No Smoking" policy.
- 6.4 **The Security person should ensure that the "No Smoking" policy is applied by:**
 - 6.4.1 Employees who violate the hospital no smoking policy will be subject to disciplinary action
 - 6.4.2 In case of patient and visitor who violate this policy will be asked to comply in the event of noncompliance after being informed of this policy will call police office in hospital to dealing with him.
- 6.5 **Enforce the following when in- patients and attenders disregard the policy:**
 - 6.5.1 First time violation : Verbal warning
 - 6.5.2 Second time violation : Inform the security
 - 6.5.3 Third time violation : Ask Medical Director to enforce MCH " No Smoking " policy and discharge the patient.
- 6.6 In case a smoking violation is observed:
 - 6.6.1 The violator shall be referred to the **Legal Affairs Department** to complete the official disciplinary procedures in accordance with the regulations.
 - 6.6.2 The violation shall also be reported to the **Human Resources Department** to apply the **financial penalty (deduction)** as stated in the approved disciplinary code and internal regulations.

7. APPENDICES:

- 7.1 Royal Decree No.(M/56)
- 7.2 No smoking signage

8. REFERENCES:

- 8.1 Prince Fahd Bin Sultan Hospital Policy and Procedure

memo

Nov 29, 2017 

Dear Brothers and sisters,

In view of the negative effects of smoking on the individual and the society's health and resulting in material and moral losses, according to the smoking control regime issued by Royal Decree No. (M / 56) dated 1436/7/28H, and the executive regulation to the smoking control regime issued by the Ministry of Health Seventh Article, Second paragraph, which states that "smoking is prohibited in ministries, government factories, public institutions and entities and their branches, and other public entities in the country." In view of the public interest, we have decided as follows: First, Smoking is prohibited inside the facilities and hallways of the Ministry of Health and its entities. In the case of smoking, it is necessary to be away at least 15m from the facility. Second, Any person who smokes at the above mentioned places shall be fined two hundred riyals. Violators will be monitored through security cameras.

We hope that everyone will comply with and act upon this decree for the public interest and for a healthy and safe environment.

#Together_we_innovate_and_accomplish
Your brother Tawfiq Alrabiah



محضر ضبط مخالفات التدخين بالمنشآت الصحية

الـ / / ١٤٤	الـ / / ٢٠٢	تاريخ المخالفة	اليوم
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بيانات مكان ضبط المخالفة			
الادارة / القسم: الجهة التابع لها:	موظـف عامل <input type="checkbox"/> مستودع <input type="checkbox"/> معامل ومختبرات <input type="checkbox"/> بجوار مواد خطرة <input type="checkbox"/> مواقف السيارات <input type="checkbox"/> أخرى	اسم المنشأة الصحية مستشفي <input type="checkbox"/> مركز صحي <input type="checkbox"/> عيادة طبية
		مكان المخالفة	<input type="checkbox"/> محـيط المـبني للـمنـشـأة (منـطـقـةـ الحـظـر ١٠ـ اـمـتـارـ)
			<input type="checkbox"/> دـاخـلـ المـبـنـي

الغرامة	وصف المخالفة	م
٢٠٠ ريال	التدخين في الأماكن التي يمنع فيها التدخين نظاماً كالمنشآة الصحية الحكومية والأهلية من مستشفيات ومدن طيبة وعيادات متنقلة ومراكز ومختبرات وصيدليات وماق حكمها.	١
٢٠٠ ريال	تدخين أي نوع من أنواع التبغ عند مداخل الأماكن المغلقة في أقل من ١٠ متر.	٢
٢٠٠ ريال	التدخين في وسائل النقل الخاصة بالمنشأة الصحية.	٣
٢٠٠ ريال	التدخين في وسائل نقل الأدوية وتخزينها والمستلزمات الصحية والأطعمة والمواد الغذائية والمشروبات.	٤
٢٠٠ ريال	التدخين في مواقف السيارات والسلالم والاسطح بمباني الوزارة والمرافق التابعة لها.	٥

بيانات المخالف

المضبوط بالمخالفة	رقم الهوية	الجنسية	الاسم	م
<input type="checkbox"/> موظـف <input type="checkbox"/> مـراجـع <input type="checkbox"/> مـريـض <input type="checkbox"/> زـائـر (ـمـوـاـطـنـ -ـمـقـيمـ) <input type="checkbox"/> مـرافـقـ				١

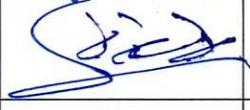
بيانات محرر المخالفة

رقم الهوية	التوقيع	الرقم الوظيفي	مراقب أمن / مفتش سلامـة / أمن صحي	م
				/١
				/٢

تعتمد جهة الضبط

- تعبئة كافة بيانات المخالف والتحقق من صحتها والمحافظة على سريتها.
- يتم تسليمها للجهة المختصة لاستكمال الإجراءات النظامية.
- لا يتم الغاء المخالفة بعد تحريرها.
- في حالة ارتكاب ذات المخالفة عدة مرات يتم تطبيق الجزاءات وفقاً لنظام الانضباط الوظيفي او نظام العمل من قبل الإدارة المختصة.

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Mr. Salman Al Otaibi	Facility Management Safety Manager		August 3, 2025
Reviewed by:	Mr. Waleed Al Dhaferi	Legal Department Director		August 5, 2025
Reviewed by:	Mr. Awad Al Anizi	HR Director		August 6, 2025
Reviewed by:	Mr. Thamer Nasser Al Anizi	Support Services & Maintenance Director		August 7, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM & PS Director		August 10, 2025
Approved by:	Mr. Khalid Matar Al Anizi	Hospital Director		August 17, 2025