



FACILITIES MANAGEMENT DEPARTMENT

POLICY: I: 32 - Tobacco Use/Smoking Regulations
Procedure Review: Annually

DATED: July 2016
UPDATED: November 2017

APPROVED: Executive Director of Facilities and Construction: _____

I. INTRODUCTION

Facilities Management maintains a smoke and tobacco-free policy in support of the university smoking policy 1111 which forbids smoking in any part of a university building or within 25 feet of such buildings, as well as anywhere on campus that is not a designated smoking place or in university vehicles and equipment.

II. PURPOSE

The purpose of this policy is to promote wellness, ensure a healthy work and educational environment, and provide guidelines for tobacco use on university grounds and facilities. It applies to all tobacco products. This policy applies to all employees, vendors, contractors, visitors and students while on university owned or operated buildings, vehicles or equipment.

III. DEFINITION

For purposes of this policy, the phrase "smoking and the use of tobacco products" is defined as the smoking of tobacco via cigarettes, cigars, or pipes, or the use of devices or products that may be used to smoke or mimic smoking (including bongs, hookahs, vaporizers, e-cigarettes, etc.).

II. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction - Overall responsibility for ensuring that adequate/accurate written policies and procedures are in effect for internal facilities management activities.
- B. Assistant Directors, Managers, and Supervisors - Responsible for ensuring employees in their department are informed of the procedures and provide necessary oversight to assure integrity of data.
- C. Employees - Employees should comply with University policies and departmental procedures.
- D. Others – All others (visitors, vendors, contractors, etc.) should comply with University policies and departmental procedures.

III. PROCEDURE

- A. Smoking and the use of tobacco products is prohibited inside any university owned or leased building.
- B. Smoking and the use of tobacco products is prohibited at all times in University vehicles, including buses, vans, and vehicles leased by/to the University on or off campus.
- C. Smoking and the use of tobacco products is prohibited at all times while using University owned or leased equipment, including lawn mowers, golf carts, tractors, utility carts (Gators, RTV's), street sweepers, etc.
- D. Smoking and the use of tobacco products is prohibited at any time during a workday except during approved work breaks, and then only at university designated locations or inside private vehicles. There are no additional breaks beyond those allowed under the Human Resources Employee Handbook guidelines that may be taken for the purpose of using tobacco or similar products.
- E. If returning from a break during which you have used tobacco or similar products, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose.

IV. SMOKING & TOBACCO PRODUCTS PREVENTION PROGRAM

Smoking is the leading cause of preventable death in the USA. Major risks of smoking include heart and blood vessel damage from the nicotine, which can contribute to stroke, heart attack and kidney failure (American Heart Association, (AHA) 2010). Chronic obstructive pulmonary disease (COPD) is one of the major outcomes from exposure to secondhand smoke, which contains harmful chemicals (American Lung Association, (ALA) 2009). Assistance to employees, students and faculty to overcome addiction to tobacco products is available free through local health care providers such as Sentara RMH.

V. COMPLIANCE

Adherence to the policy cited above is the responsibility of University students, faculty, staff and visitors. It is expected students, faculty, staff and visitors to campus will comply with this policy. Members of campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. A complaint against an employee who fails to respond to a request to comply with this policy may be reported. Refusal of University employees to comply with this policy may result in disciplinary action as set forth in the Employee Handbook.