



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 10.19, Smoke-free and Tobacco-free Environment

PURPOSE: The purpose of this Texas Tech University Health Science Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to provide for the health and safety of students, faculty, and staff by controlling fire hazards, assuring a smoke-free environment in all academic and administrative facilities, and meeting the requirements of Texas Administrative Code Title 25, §703.20.

REVIEW: This HSCEP OP will be reviewed on September 1 of each odd-numbered year (ONY) by the assistant vice president for human resources and the TTUHSC El Paso chief of police, with recommendations for revisions submitted to the chief operating officer (COO) and chief financial officer (CFO) by October 1.

JUSTIFICATION:

According to the United States Surgeon General, tobacco use is the single largest preventable cause of premature death and disability. Tobacco users are at substantially increased risk for a number of cancers, cardiovascular disease, and lung disease. Environmental smoke can cause discomfort and disease in non-smokers. As a health care institution, TTUHSC El Paso is committed to the establishment and enforcement of a tobacco-free environment. This policy includes regulation and assessment.

POLICY/PROCEDURE:

- I. In the interest of providing a smoke-free environment, smoking is prohibited in all campus facilities, including academic, clinical, and administrative space. TTUHSC El Paso prohibits tobacco use in a TTUHSC El Paso facility or anywhere on the grounds of any TTUHSC El Paso facility, to include any leased facility/space.
- II. Signage will be posted at the main building and vehicular drive entrances on the campuses stating that tobacco use is prohibited. Additional tobacco-free signs may be posted in select exterior areas and within all buildings as necessary to ensure compliance. Attachment "A" indicates typical signage that will be used under this policy.
- III. Employees interested in tobacco use cessation services should contact the Human Resources Department for information and referral, or information can be accessed on the Employees Retirement System of Texas (ERS) website: <http://ers.texas.gov/tobacco-policy-and-certification>.
- IV. Persons having reason to complain about violations of this policy should first seek resolution of the problem by asking the smoker(s) to comply voluntarily with this policy. If resolution of the problem cannot be achieved by this means, a complaint should be made to the department head. If the department head is part of the smoking activity, the complaint should be made to the next level supervisor. Department heads or deans are advised that such complaints can be made without risk to student or employee evaluation.
- V. When continued and/or obvious abuse of the policy is evident, appropriate actions will be taken by the following individuals to assure compliance.
 - A. The dean or Office of Student Services will be responsible for cases involving students.

- B. The dean of the appropriate school will be responsible for cases involving faculty and staff within their school.
 - C. The appropriate vice president will be responsible for handling cases involving staff within their respective division.
 - D. The TTUHSC El Paso chief of police will be responsible for handling cases involving individuals who are not student, faculty, or staff of TTUHSC El Paso.
- VI. Electronic cigarettes are not permitted. TTUHSC El Paso prohibits the use of electronic cigarettes in a TTUHSC El Paso facility or anywhere on the grounds of any TTUHSC El Paso facility, to include any leased facility/space.
- VII. Violations of this policy are subject to disciplinary action as stipulated in HSCEP OP 70.31.