



TEXAS SOUTHERN UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Human Resources
AREA: Safety

Procedure 02.06.02

SUBJECT: Smoking Policy

I. PURPOSE AND SCOPE

For reasons of public health, and in compliance with Texas law, smoking is prohibited under the guidelines established in this policy. This document establishes the smoking policy of Texas Southern University ("University"). The policy applies to all faculty, staff, students, contractors and visitors to the University and is applicable twenty-four (24) hours a day, seven (7) days a week. The policy shall provide guidelines to achieve the following:

- A. protect any member of the University campus community or visitor from unwanted smoke;
- B. protect life and property where smoking would present a safety and/or fire hazard; and
- C. promote a healthy, safe and aesthetically pleasing work, educational and living environment at the University.

II. DEFINITIONS

- A. Smoke (Smoking): Creating smoke by lighting a cigarette, cigar, pipe or other smoking product. These terms also mean to puff on, carrying, or holding a lighted cigarette, cigar, pipe or other tobacco product.
- B. Tobacco products: all forms of tobacco and tobacco delivery devices, including, but not limited to, cigarettes, cigars, pipes, water piper (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device.

III. POLICY PROVISIONS

- A. Smoking is hereby prohibited inside all facilities, housing (apartments and residence halls), eating areas (dining halls, cafeterias, food courts, snack bars, faculty dining area) and vehicles owned or leased by the University, regardless of location (except as noted below in section III, B). This ban on indoor and outdoor smoking is applicable, but not limited to, the following areas:
 1. Academic areas: classrooms, lecture halls, libraries, seminar rooms, clinical rooms, computing facilities, research laboratories and individual faculty offices.

2. Conference rooms, auditoriums, exhibition areas, indoor and outdoor athletic facilities, theaters, food service areas, waiting rooms and retail service areas.
3. Office reception areas, customer service areas, and all offices including administrative offices, staff offices and offices of student organizations.
4. Common/public areas, including lounges, foyers, hallways, stairwells, elevators, lobbies, waiting rooms, locker rooms and restrooms.
5. Storage rooms and rooms containing flammable liquids or fumes, toxic chemicals, radioactive chemicals or biohazards.
6. Every university-owned or leased motor vehicle.
7. Every university-owned or leased outdoor area in which smoking would present a fire or safety risk.
8. Every university-owned or leased outdoor stadium or event area where spectators and/or participants are crowded together.
9. All indoor air space in athletic arenas and theaters.
10. Any other designated areas excluded by the Fire Marshall.

B. EXCEPTIONS

1. Leased public facilities where a government smoking ordinance or regulation shall govern.
2. Smoking areas are permitted outside University facilities provided that these areas are located at least thirty-five (35) feet from doorways, gates, entryways, arches, common paths of travel, windows and ventilation systems to prevent smoke from entering buildings and facilities.
3. Smoking is permitted by artists and actors who participate in authorized performances that require smoking as part of artistic productions, and by participants in academic research projects involving smoking if approved by the President or his/her designee. If such projects are approved, designated laboratories must be well posted and have adequate ventilation and separation from non-smokers.
4. The President has the option to designate additional temporary smoking space as he or she deems appropriate.
5. "No Smoking" signs or signs displaying the international sign for no smoking (a circle with a diagonal line over a cigarette) shall be posted at all building entrances and at appropriate places throughout each building.
6. Areas where smoking is permitted shall be clearly marked.

C. Improper disposal of smoking materials is a fire hazard and considered liter.

D. The sale of cigarettes, cigars, pipes or other tobacco products is prohibited on campus.

IV. RESPONSIBLE AUTHORITY

A. The Risk Management Specialist or designee shall be responsible for designating a responsible authority for each building, facility and site at the University and is responsible for enforcing this policy with faculty, staff and visitors.

- B. The Risk Management Specialist or designee shall also be responsible for posting signage for all smoking and non-smoking areas.
- C. The Office of Student Services shall be responsible for communicating this policy to all students (prospective, new and current) and is responsible for enforcing the policy with students.

V. COMPLIANCE AND ENFORCEMENT

- A. All faculty, staff, students, contractors and visitors shall be responsible for compliance with this policy.
- B. In most cases, non-compliance with this policy will be resolved informally through discussion and education. If non-compliance can't be resolved informally, faculty and staff will be subject to disciplinary action through the appropriate supervisor, in consultation with Human Resources.
 - 1. Non-compliance involving faculty that cannot be resolved informally shall be referred to the appropriate department chair or dean.
 - 2. Non-compliance involving staff members that cannot be resolved informally shall be referred to the supervisor or department/division head.
 - 3. Non-compliance involving students that cannot be resolved informally shall be referred to the Dean of Students Office.
 - 4. Non-compliance by contractors than cannot be resolved informally shall be referred to the Office of Human Resources.
 - 5. Non-compliance by visitors that cannot be resolved informally shall be referred to the Texas Southern Department of Public Safety. Visitors who refuse to comply with this policy may be asked to leave the campus and, if applicable, cited for violation of city ordinances.
- C. These rules rely on the consideration and cooperation of smokers and nonsmokers. It is the responsibility of all members of the campus community to observe the provisions of this policy.

VI. REPORTING SMOKING COMPLAINTS

- A. Complaints or disputes regarding implementation and enforcement of this policy concerning faculty members should be addressed to the appropriate Department Chair, Dean or Provost.
- B. Complaints or disputes regarding implementation and enforcement of this policy concerning staff should be addressed to the appropriate supervisor, manager, department head or vice president.
- C. Complaints or disputes regarding implementation and enforcement of this policy concerning students should be addressed to the Dean of Student Affairs.

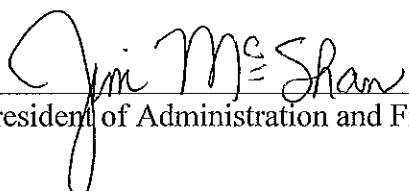
D. Complaints or disputes regarding implementation and enforcement of this policy concerning visitors should be addressed to the Director of Safety.

VII. REVIEW AND RESPONSIBILITIES

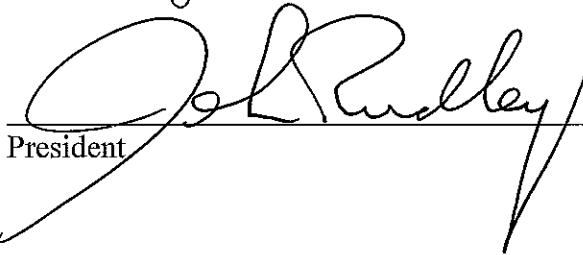
Responsible Party: Risk Management Specialist

Review: Every three years, on or before October 1

VIII. APPROVAL



Vice President of Administration and Finance



President

Effective Date: 4-2014