

TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD

No. HR 2.4.13	Page 1 of 3	Effective Date: 08/31/15
DIVISION:	Human Resources	
SUBJECT:	Smoking Policy	
AUTHORITY:	Minute Order #62-91	
PROPOSED BY:	<i>Original Signed by Gail Lawrence</i>	
TITLE:	Vice Chancellor & Chief Culture Officer	Date: 08/31/15
RECOMMENDED BY:	<i>Original Signed by Gail Lawrence</i>	
TITLE:	Vice Chancellor & Chief Culture Officer	Date: 08/31/15
APPROVED BY:	<i>Original Signed by Mike Reeser</i>	
TITLE:	Chancellor	Date: 08/31/15

STATUS: Approved by the Chancellor 08/31/15

HISTORICAL STATUS: Revised 01/16/15
 Approved by MC 01/24/95
 Revised 01/11/95
 Revised 04/01/91
 Approved by BoR 03/23/91

POLICY

It is the policy of Texas State Technical College to achieve an environment as close to smoke free as practical, in order to provide a safe, healthy and pleasant environment for its students, faculty, staff and guests.

PERTINENT INFORMATION

The purpose of this policy is to protect the nonsmoker from smoke in public places in which the nonsmoker must be present to carry out work and personal activities, and to protect life and property where smoking may constitute a fire hazard due to the nature of the facility or activity. Many institutions have designated areas where smoking is permitted or prohibited and have devised systems for disseminating information about the smoking regulation. As a general rule, preferential consideration will be given to nonsmokers whenever it is clear that they are being exposed involuntarily to smoke.

Smoking may be defined as the lighting or carrying of a lighted cigar, cigarette, pipe, or similar device including e-cigarettes.

- A. Smoking is prohibited in all indoor locations, examples of which include:
1. Academic areas: classrooms, lecture halls, seminar rooms, libraries, computing facilities, and research laboratories.
 2. Conference rooms, auditoriums, exhibition areas, theaters, and retail service areas.
 3. Office reception areas, customer service areas, and all offices.
 4. Health facilities.
 5. Common/public areas including: hallways, stairwells, elevators, lobbies, waiting rooms, locker rooms, and rest rooms.
 6. All college vehicles.
- B. Smoking is also prohibited in the following areas for fire and safety reasons:
1. Storage rooms.
 2. Rooms containing flammable liquids, toxic chemicals, radioactive chemicals, or biohazards.
 3. Any other area in which a fire or safety risk exist.

DELEGATION OF AUTHORITY

The Chancellor and designated Executives have the authority and responsibility to establish procedures which implement this Statewide Operating Standard.

OPERATING REQUIREMENTS

It is the responsibility of all faculty, staff, and students to enforce the college smoking policy. If an individual has a particular problem, that individual may request help from the Security Office, or other designated authority, in enforcing the policy.

Building monitors, in conjunction with the appropriate unit heads, have the following responsibilities with respect to this operating standard:

1. Assuring that the policy is communicated to everyone that occupies space in the facility.

2. Implementing the policy and guidelines, and ensuring that appropriate notice is provided.

This statewide operating standard relies on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers for its success. It is the responsibility of all members of the college community to observe the provisions of these guidelines and to direct those who choose to smoke to designated “Smoking Permitted” areas.

The Occupational Safety and Health Act of 1970, 29 U.S.C. #651 et. Sec., requires employers furnish working conditions free from recognized hazards that are causing or likely to cause death or serious physical harm to employees, 29 U.S.C. #654 (a)(1). Complaints will be handled by the “campus-designated administrator” for administration of appropriate constructive discipline as may be determined by Human Resources or Chancellor as applicable.

PERFORMANCE STANDARDS

The effective execution of this policy and procedure shall be measured by the following indicators:

1. “No Smoking” signs shall be given prominent display at the entrance to all buildings where smoking is prohibited.
2. The Office of Human Resources is to be informed of actions taken under this smoking policy and to be provided with details so as to be fully appraised of the facts and circumstances of violations.