



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

### **HSC OP:** 10.19, **Smoke, Tobacco and E-cigarette Free Environment**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide for and invest in the health, safety and success of students, faculty, and staff by controlling fire hazards, assuring a smoke and vapor free environment in all academic and administrative facilities, and meeting the requirements of 25 Texas Administrative Code, §703.20.

**REVIEW:** This HSC OP will be reviewed on September 1 of each odd-numbered year (ONY) by the Vice President for Human Resources, the Vice President for Facilities and Safety Services, and the Chief of Police, with recommendations for revisions forwarded to the President 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. Institutions with smokers suffer from lost productivity, conflict, and facility deterioration. As a health care institution, Texas Tech University Health Sciences Center is committed to the establishment and enforcement of a healthier tobacco-free environment. This policy includes regulation and assessment.

### **POLICY/PROCEDURE:**

1. In the interest of providing a healthy, tobacco-free environment, smoking, to include electronic cigarettes, is prohibited in all campus facilities, including academic, clinical, and administrative space. TTUHSC **prohibits** tobacco use or vaping in a TTUHSC facility or anywhere on the grounds of any TTUHSC facility, to include a leased facility/space. In addition, TTUHSC prohibits sales, sponsorship, advertising, or promotional activities of tobacco in all campus facilities or at TTUHSC-sponsored events.
2. Signage will be posted at 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.
3. Team Members interested in tobacco use cessation services can access information on the Workforce Overall Wellness webpage at <https://www.ttuhscc.edu/workforce-overall-wellness/>.
4. Team members 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 team member status.
5. 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 chief of police will be responsible for handling cases involving individuals who are not student, faculty, or staff of TTUHSC.
6. Violations of this policy are subject to disciplinary action as stipulated in [HSC OP 70.31](#), or [Section 03.02.1, Regents' Rules](#), as appropriate.