

Policy Title:	Tobacco-Free Campus Policy— Phase 1		
Policy Number:	DHS-010-009	Version:	1.0
		Effective Date:	05/30/2008

Draft

Approved By: DHS Deputy Director of Operations

Date Approved

Overview

Description

This policy provides clarity regarding the prohibition of the use of tobacco products in all interior and exterior spaces controlled (owned or wholly leased) by the Department of Human Services (DHS).

The tobacco-free campus policy will be implemented in multiple phases. While employees, clients, volunteers and visitors are encouraged to refrain from using tobacco products in the interior and exterior of all DHS worksites, this policy applies to Phase 1 facilities, which are **only those building owned or wholly leased by DHS**. Multi-tenant buildings, or those buildings where DHS shares space with other government or private tenants, will be addressed in Phase 2 of the policy implementation.

Purpose/Rationale

The U.S. Surgeon General has determined that there is no safe level of exposure to secondhand smoke. The DHS mission is to “*help people to become independent, healthy and safe.*” Establishing a tobacco-free DHS in order to reduce the risks associated with the use of tobacco will create an environment consistent with the DHS mission.

Applicability

This policy applies to all DHS employees, clients, volunteers and visitors in all interior space owned or wholly leased by DHS and on all outside property or grounds owned or wholly leased by DHS.

Failure to comply:

Failure by an employee to comply with this policy may result in disciplinary action, up to and including dismissal from state service. Volunteers may have their service terminated.

Policy

1. Tobacco-free campus
 - a. Employees, clients, volunteers and visitors shall not use tobacco in any form

(including cigarettes, cigars, pipes, smokeless tobacco or any other tobacco product) in the interior space of facilities owned or wholly leased by DHS, or on the outside property or grounds owned or wholly leased by DHS, including parking areas and private vehicles parked on DHS property.

- b. If questions arise regarding the actual physical parameters of the prohibition for any particular DHS property, the DHS chief administrative officer or designee shall provide a final determination.

2. Enforcement and reporting of violations

- a. Signage is considered the first line of enforcement for this policy. Signs stating the policy will be clearly posted on the perimeter of the property, at all entrances and in other prominent places.
- b. This policy is the shared responsibility of all DHS personnel. Employees are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy, especially with regard to visitors. If difficulties arise with compliance, an employee should notify security or management-level staff.
- c. Any person who observes an employee violating the policy is encouraged to address the noncompliance with the employee in question.
- d. Management and supervisory staff are responsible for ongoing compliance with this policy within their respected work areas. In addition, management and supervisory staff are expected to adhere to standard practice in resolving any issues of noncompliance.

3. Resources

- a. DHS is committed to assisting employees, volunteers, clients and visitors in overcoming tobacco dependency.
- b. Currently, DHS employees have access to stop smoking programs and pharmacology (when indicated) as part of their standard medical benefit. In addition, DHS shall provide change management classes and technical assistance as part of the policy implementation.
- c. DHS volunteers and clients may be referred to the Oregon Tobacco Quit Line, which is a free tobacco cessation resource. The line is operated by DHS Public Health Division and is available to all Oregonians.

4. Other DHS worksites

- a. DHS will provide leadership in multi-tenant buildings (those buildings not wholly owned or leased by DHS) in promoting the adoption of a tobacco-free campus policy.

Procedure: http://www.dhs.state.or.us/policy/admin/exec/010_009_01.htm

Forms: None

Reference(s):

DAS Policy 125-6-323 -- Smoking at building entrances and the capitol mall parking structure <http://www.oregon.gov/DAS/FAC/docs/1256323.pdf>

ORS 433.835 to 433.875 and 433.990 — The Oregon Clean Air Act: Prohibition of tobacco smoking in public places and Workplaces and OAR 333-015-0035

Definition(s):

DHS property – Any interior space owned or wholly leased by DHS and all outside property or grounds owned or wholly leased by DHS.

Smokeless tobacco – Non-ceremonial tobacco products including snuff, snus and chewing tobacco.

Tobacco-free – Tobacco, in any form, is neither smoked nor ingested on DHS property.

Contact(s):

Name: **Phone:** 503-945-5944 **Email:** DHS.DirectorsOffice@state.or.us

Policy History:

- **Version 1.0:**

Keywords:

Smoking, Smoke-free, Tobacco, Tobacco-free, Worksite, Campus, Building