

**Doc. T08-029**

*Passed by the Board of Trustees on March 19, 2008*

**UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL  
TOBACCO FREE ENVIRONMENT/NO SMOKING POLICY**

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**POLICY STATEMENT**

UMass Medical School (UMMS) promotes a smoke and tobacco free environment across our campuses in order to model and encourage healthy behaviors which are consistent with the UMMS mission and purpose; an institution dedicated to the education and training of health care professionals.

Accordingly, everyone is prohibited from smoking or using tobacco products in any UMMS vehicle, building, facility, site, garage, grounds, or adjacent grounds that are owned, leased, controlled or operated by UMMS.

**REASON FOR POLICY**

The problem of secondhand smoke in the workplace is well documented. It has been determined by the U.S. Surgeon General that there is no risk-free level of exposure to second hand smoke and therefore secondhand smoke is hazardous to the health of employees and visitors. Providing smoking-allowed areas is inconsistent with the mission of UMMS. This policy is designed to align our policies and behavior as an organization with our goal of educating professionals, whose role it is to promote better health.

The policy also provides humane and understanding treatment to those who are addicted to tobacco products. UMMS will help employees manage their addiction while at work or cease tobacco use consistent with the protection of others from environmental hazards of tobacco smoke as well as reduce the risk of fire.

**ENTITIES AFFECTED BY THIS POLICY**

Including, but not limited to all employees, faculty, students, volunteers, vendors, and contractors of the university, any visitors to the university and any vehicle, building, facility, site, garage, grounds, and adjacent grounds owned, leased or controlled by the university.

## RELATED DOCUMENTS

General Laws of Massachusetts Chapter 270: Section 22. Smoking in public places.

U.S. Surgeon report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, 2006.

Orientation Policy HR 06.03.04

Corrective Action Policy HR 06.06.02

## SCOPE

The smoking, use, dispensing or sale of any tobacco product is prohibited within any vehicle, building, facility, site, grounds, and garage owned, leased or controlled by UMMS.

## RESPONSIBILITIES

**All Employees** – Employees are responsible for executing safe practices including:

1. Learning and adhering to the Tobacco Free Environment/No Smoking Policy, and any other UMMS-specific policies and procedures associated with this policy.
2. Reporting any violations of the Tobacco Free Environment/No Smoking Policy to their supervisor.
3. Reporting any unsafe conditions related to Tobacco Free Environment/No Smoking Policy to their supervisor.

Employees desiring to stop smoking shall be responsible for reviewing tobacco cessation benefits available through their health insurance provider.

**All Students** – Students shall comply with this policy and report any violations of this policy to the Associate Dean for Student Affairs.

Students desiring to stop smoking shall be responsible for reviewing tobacco cessation benefits available through their health insurance provider.

**Managers and Supervisors** – Managers and supervisors are responsible for safe practices of employees including:

1. Ensuring staff receive appropriate orientation to the Tobacco Free Environment/No Smoking Policy, including job-specific and area procedures meant to comply with the policy.
2. Monitoring compliance with this policy and procedures.
3. Communicating safety issues and concerns to Facilities as necessary in regards to the Tobacco Free Environment/No Smoking Policy (i.e., issues with signage, discarded tobacco products, etc.).
4. Dissemination of tobacco free materials and support information to employees and visitors who might benefit from such information.
5. Referring employees who have difficulties complying with the policy to Employee Assistance Program (EAP).

6. Enforcing this policy and dispensing appropriate action(s) as necessary and consistent with either the HR policy on Corrective Action or the relevant collective bargaining agreement
7. Consulting with the appropriate HR staff prior to taking corrective action.

All managers and supervisors shall actively support and participate in the promotion and enforcement of the Tobacco-Free Environment/No Smoking Policy by informing visitors of the policy.

**Public Safety** – Public Safety staff who observes any individual violating this policy will notify/remind the individual of this policy.

**Employee Assistance Program** – EAP shall provide tobacco cessation consultation and referral to employees, faculty, students, and volunteers. EAP shall be a resource for on-going support, education, and training of employees, and a referral resource for managers responsible for overseeing employee compliance. EAP shall provide individual or group counseling for nicotine addiction at no cost to the employee, and shall provide information to all employees through the Tobacco Free telephone information line at 508-334-5433.

**Human Resources** – Human Resources shall inform employees of this policy and shall make this policy available on the HR intranet site. A copy shall be included in the student handbook. A discussion of this policy shall take place at all new employee orientations. HR shall provide benefits information and assist managers/supervisors with corrective action procedures when notified of a violation.

**Facilities** – Facilities shall obtain, install and maintain signage necessary to inform employees, faculty, students, volunteers, visitors and contractors of the existence of this policy. Signage shall be posted at the entrances of buildings and garages owned, leased or controlled by UMMS.

## **DEFINITIONS**

**SMOKE FREE ENVIRONMENT** – The prohibition of smoking or use of tobacco products in the buildings, facilities, sites, garages and adjacent grounds owned, leased, or controlled by UMMS.

**TOBACCO PRODUCTS** – Cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, including but not limited to tobacco in other forms, such as shredded, compressed, plugs, and flakes.

**VIOLATION** – as defined by the intentional or unintentional failure to conform to the directives of the policy. It is a violation of this policy if any employee, student, staff person, physician, faculty, vendor or any visitor in a UMMS vehicle, building, facility, site, garage, and adjacent grounds owned, leased, or controlled by UMMS to use, sell or dispenses any tobacco product.

**UMMS PROPERTY** – All buildings, facilities, sites, garages and adjacent grounds owned, leased, or controlled by UMMS, as indicated on the UMMS website.