

UC Davis Policy and Procedure Manual

Chapter 290, Health and Safety Services

Section 10, Smoke-Free Policy

Date: 9/17/08

Supersedes: 4/11/05

Responsible Department: Environmental Health and Safety

Source Document: University Policy on Smoking

I. Purpose

This section outlines the policy and procedures for "no smoking" policy at UCD and its owned, leased, or operated buildings. For the UCDHS "no smoking" policy, see UCDHS Hospital Policies & Procedures Manual Section 1628, No Smoking Policy.

II. Policy

- A. State law and University policy prohibit smoking in UC-owned and UC-leased occupied buildings to protect the health, safety, and comfort of University students, employees, and visitors. Smoking is prohibited in all UC-owned vehicles.
- B. The "no smoking" policy for UCD residential space (private living area) is determined by the Student Housing Office. A private living area does not include common areas such as lobbies, lounges, waiting areas, elevators, stairwells, and restrooms where smoking is prohibited. For additional information, contact the Housing Department at (530) 752-2033.
- C. Where the needs of smokers and nonsmokers conflict, the need to breathe smoke-free air shall have priority.
- D. Nonsmoking areas
 - 1. Smoking is also prohibited within 25 feet of the following outdoor areas:
 - a. Entrances, exits, outside stairways to buildings, outdoor passageways to entrances, operable windows, and building air intakes.
 - b. Courtyards or other areas where air circulation may be impeded by architectural, landscaping, or other barriers.
 - c. Outdoor entry or service lines, such as for ATMs, ticket purchases, bus stops, event admissions.
 - d. Outdoor seating areas provided by food services, such as the Pub, Silo, Coffee House, University Club.
 - e. Areas where there is fixed seating, such as Toomey Field, the soccer field, the softball field, the baseball stadium.
 - f. Areas that are reserved for events that do not have fixed seating but for which the sponsor determines that the rights of nonsmokers need to be protected (e.g., summer concerts on the Quad, groundbreaking ceremonies). Such areas are designated "no smoking" by posting signage at appropriate locations.
 - 2. Department heads/building administrators may designate and post "no smoking" signs in any outdoor area under their jurisdiction where:
 - a. Smoking is determined to impose upon people inside or entering/exiting a building.
 - b. Smoking could be a fire or explosion hazard.
 - c. Smoking could damage sensitive equipment.
- E. Education

1. UCD encourages employees not to smoke by offering educational information and providing information about smoking cessation classes held by health care providers, nonprofit organizations, or other groups.
2. UCD encourages students not to smoke by supporting and sustaining tobacco use cessation programs through the Cowell Student Health Center and the Counseling Center and by providing educational information through these services.
3. The "no smoking" policy shall be included in the new/transfer student and employee orientation programs.

III. Roles and Responsibilities

- A. Vice chancellors, deans, and department heads shall:
 1. Assure that this policy is communicated to everyone within their areas of responsibility.
 2. Assure that rooms, facilities, or other areas under their jurisdiction are controlled and adequately posted as "no smoking" areas as needed.

Note: Appropriate signs will be placed in nonsmoking areas in accordance with this policy. Department heads should contact Facilities Management to have permanent "no smoking" signs posted.
 3. Resolve complaints and problems arising in their areas of jurisdiction.
- B. This policy relies on the consideration and cooperation of smokers and nonsmokers. It is the responsibility of all members of the UCD community to observe the policy and to ask any individuals who are smoking in an unauthorized area to extinguish smoking materials and direct them to permissible outdoor smoking areas.
- C. Employees who refuse to extinguish smoking materials in unauthorized areas are accountable to their supervisor. Violations of policy will be subject to disciplinary action in accordance with appropriate personnel policies or union contracts.

IV. Further Information

Questions concerning smoking on UCD property may be directed to EH&S, (530) 752-1493. Policy regarding private residential space is available from the Student Housing Office, (530) 752-2033. For UCDHS policy, refer to UCDHS Hospital Policies and Procedures Manual Section 1628.

V. References

- A. Office of the President: University Policy on Smoking, 8/1/88, and Implementation of AB 921-- Smoking in State Buildings, 2/12/94 (<http://www.ucop.edu/ucophome/coordrev/policy/8-01-88.html>).
- B. U.S. Green Building Council. October 2005. LEED for New Construction and Major Renovations Version 2.2.EQ Prerequisite 2: Environmental Tobacco Smoke (ETS) Control. (<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=220#v2.2>).