



## POLICIES & PROCEDURES

### University Smoke- and Tobacco-Free Policy

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**Policy No.: 350-60**

Effective: 08/19/15

#### **POLICY:**

It is the policy of California State University, Northridge, so as to promote the health, wellbeing, and safety of our employees, students, and visitors, to establish a smoke and tobacco-free environment and to encourage non-smoking and tobacco-free lifestyles.

Smoking and the use of tobacco are prohibited in all areas of campus, including parking lots and structures. Smoking and the use of tobacco products are also prohibited in leased spaces, including space within buildings shared with other agencies, as well as on-campus residences. Additionally, smoking and the use of tobacco products are prohibited in state/university owned vehicles. Smoke-and tobacco-free, as defined in this policy, prohibits the use of cigarettes, cigars, pipes (including hookah), electronic smoking devices such as e-cigarettes, and smokeless tobacco products and nicotine delivery systems, including but not limited to chewing tobacco, snuff, and SNUS. "Tobacco Product" does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

#### **BACKGROUND:**

[Executive Order W-42-93](#), signed by the Governor on February 19, 1993, banned smoking in state-owned buildings and leased spaces. Consistent with this order, Assembly Bill 291, signed by the Governor on October 11, 1993, extended this smoking prohibition to include all state-owned vehicles and mobile equipment. On September 8, 2003, the Governor signed [Assembly Bill 846](#) that extended the outdoor distance restriction. CSUN Policy No. 350-50, "University Policy on Smoking" effective 11/20/03 was written to be consistent with these mandates. The new Policy No.350-60 supersedes the November 2003 policy, and may be amended if new guidelines are provided by the CSU Chancellor's Office.

#### **RESPONSIBILITIES:**

1. The Office of Human Resources and the Klotz Student Health Center shall maintain and enhance vigorous, on-going, and well-publicized programs to assist faculty, staff, and students who wish assistance in overcoming their dependency on tobacco/nicotine. An expanded list of community resources shall be made available to any requester.
2. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of every member of the University community. Deans, directors, department chairs, and heads of other administrative units shall periodically review and assess the implementation of this policy in their respective areas to ensure compliance.

3. This policy shall be included in the University Catalog, appropriate University contracts, recruitment information for new employees, orientation programs for students and employees, and other informational publications. Campus visitors shall be informed of the policy through appropriate University signage and through informational campaigns.

#### **Policy Administration & Enforcement:**

1. Peer to peer education will be the primary means to promote compliance. The Klotz Student Health Center Health Promotion Department will work with entities across campus to coordinate and support education and outreach programs promoting smoking cessation, smoking cessation resources, and the benefits of a smoke- and tobacco-free environment.
2. Deans, directors, department chairs, and heads of other administrative units are responsible for the administration of this policy in their respective areas. This includes periodic notification about the policy, intervention and education with those who violate the policy and determination of the actions to be taken when conflicts arise. Problems should be brought to the attention of the appropriate supervisor and handled through the existing administrative structure.
3. If policy compliance is still a challenge after extensive campus education and outreach, the University reserves the right to institute fines for infractions as allowed by [AB 795](#). In these instances, the Department of Police Services may be contacted for assistance with enforcement.
4. If persistent violations exist, or if an individual has failed to adhere to the policy, has been warned, and continues to violate the policy, such concerns shall be reported to the Office of Human Resources for employees and to the Office of Student Affairs for students.
5. The Campus Licensing Office, the University Student Union, Student Housing and Conference Services, and other campus entities that contract for the use of campus facilities or routinely invite visitors to the campus are responsible for ensuring that the University Smoke- and Tobacco-Free Policy is communicated.
6. Environmental Health and Safety and the Office of Human Resources are available to assist with policy interpretation and to ensure consistent application.
7. This policy will be re-evaluated annually and may be amended based on input from the Chancellor's Office and/or the Smoke- and Tobacco-Free Steering Committee or as may otherwise be deemed appropriate.

#### **REFERENCES:**

<http://www.csun.edu/clear-the-air>

#### **FURTHER INFORMATION:**

Contact the Director of Environmental Health and Safety, and Risk Management (818) 677-2401.

**APPROVED BY THE PRESIDENT**