

Waco-McLennan County Public Health District / Municipal Court / Parks and
Recreation

Tobacco Free Campus Policy

PURPOSE AND COVERAGE

This policy on the prohibition of tobacco use at the Waco-McLennan County Public Health District/Municipal Court/Parks and Recreation property hereby referred to as "campus", is applicable to all persons including employees, contractors, visitors, students, patrons and members of the public while working in, passing through or visiting the campus. The policy extends only to employees of the Public Health District at Health District satellite locations.

This Tobacco-Free policy seeks to improve the health of employees and clientele by protecting employees and the public from exposure to environmental tobacco smoke. Use of cigarettes, electronic cigarettes, cigars, cigarillos, pipes, smokeless tobacco such as but not limited to snus, snuff, chew tobacco or dip, and any other tobacco products may lead to disease and/or death. Therefore, this policy is designed to include all tobacco products. Tobacco is defined as a product containing 2-8% of nicotine and serves as the source of both smoking and smokeless tobacco and the basis of great health hazards.

I. POLICY

A. Effective January 2, 2014, the use of all tobacco products (including cigarettes, electronic cigarettes, cigars, cigarillos, pipes, smokeless tobacco such as but not limited to snus, snuff, chew tobacco or dip, and any other tobacco products) is prohibited at all times on the campus:

- Inside all buildings;
- On all outside property or grounds, including vehicles in parking areas, sidewalks and curbs; and

- In City-owned vehicles and in private vehicles on all outside property or grounds.

This policy serves as supplement to the current City of Waco smoking ordinance.

B. Communication of Policy

The Tobacco Free Policy will be posted at all facilities and placed on the employee Intranet and public webpage.

The Health District website has a link with more information regarding this Tobacco-Free initiative. This website will provide a direct link to the policy along with educational materials including smoking cessation resources.

Signs bearing the message "Tobacco-Free Campus" will be posted at each vehicular and pedestrian campus entrance, and on buildings (as applicable). No ashtrays, butt cans or smoking shelters will be provided on tobacco-free campus grounds.

C. Tobacco Use Cessation Programs

Employees may request assistance in eliminating dependence on the use of tobacco products by contacting the City of Waco Wellness Coordinator.

II. Exceptions

This policy has no exceptions or exemptions.

III. RESPONSIBILITIES

- A. Responsibilities of all employees, contractors, visitors (i.e. DSHS personnel, or employees of other partnering agencies) students, patrons, and others with regard to compliance with the tobacco-free policy:**

Adherence to the policy cited above is the responsibility of all employees. Contractors, visitors, students, and patrons must also comply with this policy while on campus.

B. Responsibilities of supervisors with regard to compliance with the tobacco-free policy

Supervisors are responsible for ensuring that all employees are notified of the new policy and receive a copy of the policy.

The awareness of this policy should be addressed in pre-hire interviews, during annual progress reviews, and on an ongoing basis as needed.

Any person who observes violations of the policy may report these violations to the supervisor of the employee in question. Once the employee's supervisor has been notified of a violation, or if the supervisor directly observes a violation by an employee under their direction, the supervisor is responsible for notifying the Director. The Director is then responsible for discussing the violation with the employee and following the department's disciplinary guidelines accordingly.

C. Responsibilities for enforcement of tobacco-free campus rules and regulations

Employees who do not conform to this policy may be subject to disciplinary action by the Director. Contractors found to be in violation of this policy will be reported to their contracting organization. Students and visitors found to be in violation of this policy will be reported to authorities of the agency represented as applicable. Patrons, clientele, or others found violating this policy will be reported to law enforcement.

Sherry Williams

3-6-14

Sherry Williams, Director of Health District

Date

Dale A. Fisseler

3/6/2014

Dale A. Fisseler, P.E., City Manager

Date