

University of Cincinnati



Vice President for Administrative Services

Mail Location 630  
Cincinnati, Ohio 45221

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July 7, 1987

ADMINISTRATIVE MEMORANDUM # 101

TO: All Administrative Unit Heads  
FROM: Howard W. Bell, Jr.  
RE: University of Cincinnati Smoking Policy

Attached is a copy of the policy entitled, "University of Cincinnati Policy for Smoking In The Workplace". Although this was recently distributed to all UC employees, we are also asking that you include it in your permanent record of Administrative Memoranda.

Questions about the policy may be directed to the Occupational Safety and Health Division (475-4901) or to the Employee and Labor Relations Division (872-6372).

JP/jsb  
Attachment:

UNIVERSITY OF CINCINNATI  
POLICY FOR SMOKING IN THE WORKPLACE

PURPOSE

The Surgeon General of the United States has determined that smoking is the largest preventable cause of illness and premature death in the United States; it is associated annually with the unnecessary deaths of over 350,000 Americans. New research findings, moreover, indicate that non-smokers who are regularly exposed to tobacco smoke also are at increased risk of illness.

In response to these hazards, an ordinance that regulates smoking has been enacted by the City of Cincinnati. Although these regulations do not have jurisdiction at UC or other State agencies located in the city, the University believes that it has special institutional obligations of its own. The University has had smoking regulations in place which are stipulated by the State of Ohio and, as a matter of policy, it is dedicated to providing a safe and healthful environment. UC, moreover, has substantial commitments to health-related research and teaching and to patient care. Thus, the University of Cincinnati community has a particular obligation to be sensitive to health-protection issues. The following policy has been developed with these interests in mind.

POLICY

The University of Cincinnati restricts smoking within the workplace in accordance with the procedures identified below.

1. Smoking is prohibited in indoor work locations where smokers and non-smokers occupy the same area. Such areas include:
  - a. Academic areas: classrooms, lecture halls, laboratories, computing facilities.
  - b. Conference, seminar, and training rooms (except those located within Tangeman University Center and the University Library System; separate internal policies will be identified for these areas).
  - c. Open work areas (shared spaces not fully enclosed by floor to ceiling partitions or doors).
  - d. Health facilities not subject to University of Cincinnati Medical Center smoking regulations.
2. Vice Presidents, or their designees, in consultation with the appropriate Safety Department, may establish smoking policies for the following locations which fall under their respective geographic jurisdictions:
  - a. Dining and Lounge spaces.
  - b. Restrooms.
  - c. Hallways, lobbies, waiting rooms, reception areas and stairwells.

University of Cincinnati  
Policy For Smoking In The Workplace

3. Vice Presidents, or their designees, are responsible for:
  - a. Assuring that smoking and non-smoking areas are identified to everyone within their jurisdiction.
  - b. Approving Smoking Permitted Areas, in consultation with the appropriate Safety Department. (It may not be possible to identify suitable smoking spaces in all buildings).
4. Consideration shall be given to non-smokers whenever it is clear that they are being exposed involuntarily to smoke.
5. This policy relies on the thoughtfulness, consideration, and cooperation of smokers and non-smokers for its success. It is the responsibility of all members of the University of Cincinnati community to observe this Smoking Policy and to direct those who are smoking to designated areas.
6. Complaints or concerns which originate as a result of the implementation of this policy should be referred to the immediate supervisor for resolution. The Employee and Labor Relations Division of University Personnel and the Occupational Safety and Health Department are available to provide guidance regarding and clarification of this policy and to assist in the resolution of concerns.
7. Faculty, administrators, and staff working at the University Medical Center must comply with the specific provisions of the Medical Center Smoking Policy.