



Approved By: Cabinet
Effective Date: 5/7/04
Revised: 4/17/07

Category: Human Resources
Contact: Human Resources
(585) 245-5616

Smoke-Free Workplace Policy

PROFILE

In compliance with the New York State Clean Indoor Air Act (Public Health Law Article 13-E), as amended on March 26, 2003, State University of New York at Geneseo (SUNY Geneseo) will provide a smoke-free work area for all employees in the workplace. Smoking shall be prohibited in all indoor areas at the College, including residence halls. The purpose of the regulation and this policy is to ensure workers have a safe work place, which includes reducing hazards and potential health risks associated with second-hand smoke.

POLICY

Smoking is prohibited in all indoor areas that are owned or leased by SUNY Geneseo. This includes all areas where employees perform services and are considered under the control of the College. Indoor work areas shall mean a room, hallway, stairway, bathroom, office, State car, garage, or any other area with a roof or other ceiling enclosure in which State employees may be required to work, occupy, or frequent.

Smoking is defined as "the burning of a lighted cigar, cigarette, pipe or other matter, or substance that contains tobacco."

All buildings that are owned or leased by SUNY Geneseo shall be entirely smoke-free. This policy applies to *all indoor air space*, including, but not limited to:

- a. All indoor locations/rooms in buildings, including individual offices, break rooms, hallways, stairways, common areas, lounges, copy rooms, restrooms, locker rooms, and ceiling enclosures which includes loading docks.
- b. Fleet vehicles for off-campus and on-campus use.
- c. Vehicles assigned to University Police.
- d. Athletic vans.
- e. All areas of the residence halls

Individuals who wish to smoke out of doors must do so away from doorways and air intakes into buildings so that second-hand smoke does not enter buildings. It is recommended that individuals stay at least 25 feet away from buildings when smoking.

There are no designated areas for smoking in buildings where employees, visitors, or students may go to smoke.

PROCEDURE

ENFORCEMENT

This policy relies on consideration and cooperation of the entire college community, smokers and non-smokers. It is the responsibility of all members in the college community to observe this smoking policy.

1. Administrators/Department Heads (Vice Presidents, Deans, Department Chairs and Directors or their designees) and Residence Hall Directors have an obligation to be aware of the Smoking Policy and ensure that their subordinates are aware of this policy and their responsibility. It is the administrators/department heads responsibility to assure that this policy is communicated to everyone within their jurisdiction including all employees, students, clients and visitors.
2. Complaints relating to the implementation of this policy should be referred to the appropriate department head. If the department head cannot satisfactorily resolve the complaint concerning an employee, then the Assistant Vice President for Human Resources should be contacted. For students, if the department head cannot satisfactorily resolve the complaint, the Dean of Students should be contacted. All members of the college community, especially the administrators/department heads, have a responsibility to remind offenders of this policy, otherwise they provide passive approval by their silence.
3. University Police will intervene if the offenders do not appropriately respond to the requests of the members of the college community. Students will be held accountable to this policy as well as other policies/procedures outlined in the Student Handbook Student Code of Conduct.
4. "No Smoking" signs will be prominently and conspicuously posted at the entrance of all buildings.