

**SUNY Upstate Medical University- CAMPUS ADMINISTRATIVE MANUAL**  
**University Hospital: Medicine At Its Best**

**Issue Date: June 2001 Policy Number: 1.19 Last Revision Date: June 2005**  
**Approved by: Gregory L. Eastwood, M.D. Last Review Date: June 2005**

**Policy: NO SMOKING POLICY: SMOKE-FREE CAMPUS**  
**Affects: All Members of Upstate Medical University Effective: August 1, 2005**

**PURPOSE: SMOKE-FREE CAMPUS**

**POLICY:** It is the policy of SUNY Upstate Medical University, including University Hospital, (referred to below as “Upstate”), to provide a safe working environment for its staff and students, and to protect the public health of employees, students, volunteers, patients, and visitors. In order to achieve this purpose, smoking is prohibited in all Upstate buildings, offices, vehicles, and leased space; and on any property, including entry areas to any Upstate facility. Employees may not smoke in their own or others’ vehicles when the vehicle is on Upstate owned and/or leased property. Employees may not smoke at any time when occupying an Upstate-owned or leased vehicle.

This policy applies to all persons, including employees, faculty, volunteers, students, patients, visitors, contractors, subcontractors, and others in Upstate facilities, parking lots, garages, ramps, and all owned or leased facilities. The Upstate campus includes Sarah Loguen and Elizabeth Blackwell Streets, their associated sidewalks, and the Hospital circle and its sidewalks. Other public streets and sidewalks adjacent to and running through the campus are owned by the City. Please refer to the Upstate map for clarification of property boundaries including sidewalks and entryway access paths ([www.upstate.edu/health/smokefree](http://www.upstate.edu/health/smokefree)).

**DEFINITION:**

Smoke-free shall include cigarettes, cigars, pipes, or other similar instruments or substances that are lit or burning.

**PROCEDURE:**

The following provisions to this policy apply:

**A. GENERAL PROVISIONS:**

1. Effective August 1, 2005, there will be no smoking within the buildings or grounds owned or leased by Upstate.
2. Smoking is prohibited in all indoor and exterior areas of Upstate (owned, leased, or occupied), including, but not limited to, private offices, student dormitories, locker rooms, break rooms, and common areas.

**B. PATIENT RESPONSIBILITIES:**

1. At the time of registration or admission, or direct transfer to Upstate, patients will be advised that Upstate is a smoke-free campus.
2. Off unit permits will not be issued for patients who choose to leave the unit to smoke. Refer to Administrative Policy O-01.
3. Patients will also be advised that leaving the nursing unit to smoke is without physician permission.

**C. COMPLIANCE:**

1. All employees, faculty, volunteers, and students share in the responsibility for adhering to and enforcing this policy, and for bringing it to the attention of Upstate visitors.
2. It is the specific responsibility of all supervisors to ensure compliance by employees in their areas. Additionally, ensuring compliance with the smoke-free policy for employees will be the collective

responsibility of management. As with any other employee-related incident, University Police staff will communicate with the employee and report to management as appropriate.

3. Employee work breaks shall not be altered in any manner to allow employees to leave their work areas to smoke off-campus.

#### D. VIOLATIONS:

1. *Employees:* Employees violating this policy shall be subject to counseling – the purpose of which is to provide education and encouragement toward the goal of smoking cessation. On or after 1/1/06, if counseling is unsuccessful, administrative action, consistent with the collective bargaining agreements, Upstate policies and regulatory requirements, may be initiated. Discipline will be reserved for willful misconduct, in association with attempts to enforce the smoke-free policy.

2. *Students:* Violations by students will be referred to the dean of the college for administrative review and action.

3. *Patients:* Violations by patients shall be referred to the nurse or physician responsible for the patient's care for appropriate response.

4. *Visitors:* Violations by visitors who refuse to comply with the Upstate smoke-free policy, and whose refusal may result in a public safety concern, shall be reported to University Police, i.e. in the event the smoking violation involves a potential threat to health or safety (e.g. smoking where combustible supplies, flammable liquids, gasses, or oxygen are used or stored), the University Police may be called for additional support.

#### E. MEDICAL MANAGEMENT OF NICOTINE DEPENDENT PATIENTS:

●Patients should be assessed for nicotine dependence during the admission process. Nicotine Replacement Therapy (NRT) is available through the Pharmacy as ordered by the Physician.

#### F. ADDITIONAL INFORMATION

1. Signs will be posted at each building's entrances and displayed in prominent, visible areas, to inform all individuals entering or occupying Upstate facilities that smoking is not permitted in accordance with the Smoke-Free Campus Policy.

2. Employees will be informed of the Upstate Smoke-Free Policy during new employee orientation. The hiring departmental managers will inform employment candidates of the Upstate Smoke-Free Policy during the application process.

3. Smoking materials will not be sold or dispensed within the Upstate campus.

4. Refer to the Smoke-Free web site for additional information:

<http://www.upstate.edu/health/smokefree>

#### **RELATED POLICES:**

Administrative "Off Unit Permit for Adult Patients",  
Policy O 0-1

#### **Originating Department:**

Employee/Student Health

**Contributing Department(s):** Human Resources

SUNY Legal

Public Safety