



## Tobacco Free Ohio State Guide to Successful Implementation

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### Overview

Ohio State strives to enhance the general health and wellbeing of its faculty, staff, students and visitors, to become the world's healthiest university. We desire to support individuals to be tobacco free, achieve their highest state of health and to graduate students into their careers at a high level of health and well-being. To support this commitment, we intend to create a tobacco free environment in part by prohibiting the use of tobacco in or on all university owned, operated or leased property including vehicles.

The Ohio State University strives to create a culture that encourages compliance by promoting and supporting a healthy environment. As members of the community, we encourage you to help inform others of the policy; particularly, when seeing someone use tobacco in prohibited areas.

### Your Role

As a leader within your college/unit, you are a strategic partner in implementing this policy. Your role is to:

1. Communicate the policy courteously and non-confrontationally to faculty, staff, students and visitors in your college/unit.
2. Connect faculty and staff with appropriate resources, including stress management, tobacco cessation and nutrition and fitness resources.
3. Address matters of repeated violations of this policy just as you would violations of other policies. Managers/ supervisors should hold employees accountable and address matters of repeated violations; HR staff are available to consult on specific situations, as needed. It is important that we are assessing the impact of the repeated violation in relation to the university's values and expectations.

### Approaching someone who is using tobacco

As members of the Ohio State community, we all play a role in reminding people of the Tobacco Free Ohio State initiative. If you see someone using tobacco on campus, you are encouraged to remind people of the initiative if you feel comfortable doing so. If you do approach someone, please do so in a friendly, respectful manner – the person may not be aware of the changes. If someone becomes agitated or hostile upon being approached, please do not escalate the situation – simply walk away. See the following section for sample scenarios and scripts to help you approach someone.

### Where to go for help

- For questions about the application of the policy or violations of the policy, contact your Employee and Labor Relations consultant ([university](#), [Med Center](#))
- The implementation committee is charged with supporting the university through 2015. We plan to track trends as well as “hot spots,” or those areas where people commonly use tobacco. Please submit all feedback to [TobaccoFree@osu.edu](mailto:TobaccoFree@osu.edu).
- Ohio State Police will not respond to calls, as policy enforcement for the Tobacco Free policy is not their role; however, the Ohio State Police do enforce policies related to public safety. If you approach someone to remind them of the policy and the situation escalates to the point where you feel threatened or endangered, please call 911.

### Communication Tools

The below language is recommended for use in university communications, publications and contracts related to student, faculty, staff and visitor matters.

**Offer of employment letters:** *“The Ohio State University, in an effort to promote the health and well-being of all of its faculty, staff, students and visitors, has chosen to maintain a tobacco-free environment. The use of all types of tobacco products is prohibited in all university buildings and on all university-owned, leased, or managed properties, including parking lots, garages and all outside areas.”*

**Contract/Purchasing Agreements:** *“Effective 1/1/2014 smoking and the use of tobacco and tobacco products is prohibited in or on all university owned, operated, or leased property, including golf courses, airports, nature centers, regional campuses, the main medical center campus, University Hospital East and all other OSU Medical Center”*



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properties. The policy also includes parking lots and garages, state and personal vehicles parked on university property. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (spit and spitless, smokeless, chew, snuff). It also includes any product intended to mimic tobacco products or contain tobacco flavoring. The university's revised non-smoking policy (Policy #7.20) can be viewed at [hr.osu.edu/policy/policy720.pdf](http://hr.osu.edu/policy/policy720.pdf). The Contractor shall enforce these restrictions on any individual employed by the Contractor or the Contractor's Subcontractors.

For more information as it relates to contract and purchasing agreements please refer to [purchasing.osu.edu](http://purchasing.osu.edu).

### Resources

- [Tobacco Free Ohio State Policy](#): Includes resources and frequently asked questions
- [Tobacco Free Ohio State Website](#)
- **Managing or Ceasing Tobacco Use:** [Tobacco Cessation Resources](#), [Ohio State EAP](#) (stress management and other well-being resources)

### Approaching someone who is using tobacco

The following scenarios and scripts are designed to help members of the Ohio State community remind people of the Tobacco Free Ohio State initiative.

Ohio State expects all members to be respectful and courteous when approaching someone using tobacco products on campus. If the tobacco user becomes agitated or hostile, please do not escalate the situation. Simply walk away. If the situation escalates to the point where you feel threatened or endangered, please call 911.

#### **Situation: You see a person using tobacco products on campus.**

**Response:** "Hello, my name is \_\_\_\_\_ and I am an (employee, student) here at Ohio State. I want to let you know that we are now a tobacco free campus, meaning that using tobacco products is prohibited on our grounds. This policy went into effect on January 1. Thanks for your cooperation."

#### **Question: "Where am I allowed to smoke?"**

**Response:** "Ohio State became a tobacco free campus on January 1st prohibiting tobacco use of any kind. The use of tobacco products is not allowed anywhere on the campus. If you choose to smoke or use tobacco products, you will need to leave the campus. Thank you for respecting our policy."

#### **Situation: Making arrangements with a vendor or contractor.**

**Communication:** "I'd like to let you know that Ohio State is a tobacco free environment. We respectfully ask that representatives from your organization refrain from using tobacco products on our property, grounds, or parking areas. We have employees, students and patients who are trying to quit using tobacco and want to create an environment that will help them in their cessation efforts."

#### **Situation: Giving notice to prospective students and their families.**

**Communication:** You want to proactively communicate the Tobacco Free Ohio State initiative to prospective employees and prospective students and their families, prior to visiting Ohio State campus: "I'd like to let you know in advance of your visit that Ohio State is a tobacco free environment. The use of tobacco products is not allowed on our property, grounds, or parking areas. Thank you for respecting our policy."