



Tobacco Free Ohio State Guide to Successful Implementation

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.

Specific details are still being finalized, and will be shared this fall. One of the frequently asked questions is around how the policy will be enforced. 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](#))
- We will implement a vehicle to report “hot spots,” or those areas where people commonly use tobacco. The implementation committee is strategizing who and what will best method. Ohio State Police will not respond to calls, as policy enforcement is not their role. 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.

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 when it becomes effective January 1, 2014.

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 contact call 911.

Scenario #1:

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 tobacco products are prohibited on our grounds. This new policy went into effect on January 1st. Thank you for your cooperation."

Scenario #2:

Situation: "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 need to choose to smoke or use tobacco products, you will need to leave the campus. Thank you for respecting our policy."

Scenario #3:

Situation: When you are making arrangements with a vendor or contractor:

Response: "I'd like to let you know in advance that Ohio State will be a tobacco free environment as of January 1, 2014. 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."

Scenario #4:

Situation: 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.

Response: "I'd like to let you know in advance that Ohio State will be a tobacco free environment as of January 1, 2014. The use of tobacco products is not allowed on our property, grounds, or parking areas. Thank you for respecting our policy."