

## TEXAS DEPARTMENT OF STATE HEALTH SERVICES (DSHS) DSHS TOBACCO-FREE WORKPLACE POLICY

DSHS has adopted a tobacco-free workplace policy to:

- promote health and well-being, and
- avoid the hazardous effects of smoking and tobacco use.

Tobacco use is prohibited:

- inside buildings on property that has DSHS contracted programs or services;
- within 25 feet of building entrances;

**Note:** These prohibitions do not apply to the use of nicotine replacement therapies, such as nicotine patches and gum.

All DSHS contracted programs or agencies must develop a Tobacco-Free Workplace Policy.

At locations where all property is utilized for DSHS contracted programs or services, this policy applies as follows:

- At locations that are shared with non-DSHS contracted agencies or programs, this policy applies to any portion of the property occupied solely by the DSHS-funded agency.
- At multi-tenant locations where a DSHS contracted agency or program leases space from a property management firm and shares the campus or building with multiple employers (including private sector organizations), this policy applies to any portion of the property controlled by the DSHS-funded agency or program.

Violations of this policy constitutes non-compliance of contract terms and may result in contract termination.

### **Signage**

A sign designating an area that has DSHS contracted programs or services as a Tobacco-free Workplace must be posted on the premises of DSHS contracted property.

## **Definitions**

Tobacco use is defined as the use of:

- combustible products such as cigarettes, cigars and pipes;
- smokeless tobacco products such as dip, chew, snuff, snus, sticks and strips; and
- electronic nicotine delivery systems such as e-cigarettes and vaporizers.

Smoking is defined as inhaling, exhaling, burning or carrying any:

- lighted cigar,
- cigarette,
- pipe, or
- other tobacco or plant product.

## **Smoking Cessation Resources**

DSHS-funded agencies or programs in conjunction with the Tobacco-free Workplace Policy, must provide information for smoking cessation to all employees to include at a minimum referral to the DSHS Quitline:

<http://www.yesquit.org/>

**1-877-YES QUIT**

## **Exemptions for Safety Risks**

An Agency Head or designee may provide a Smoke-Free Workplace Exemption Request for property where safety risks exist offsite. In this case, a designated smoking area may be established on the property at least 25 feet from building entrances. For property where more than one DSHS-funded program is located, those Agency Heads or designees may cooperatively determine whether to provide an exemption and establish a designated smoking area for that property.

An employee who encounters a safety risk that justifies establishing a designated smoking area on the property should discuss the issue with his or her manager. If the manager believes the risk justifies an exemption, the manager completes the Tobacco-Free Workplace Exemption Request Form.