No-Smoking Policy: Focus Shifts to Enforcement

UC Davis Health System has had a No-Smoking Policy in effect for more than a year at the Sacramento campus and it went into effect this past July at all outlying buildings and clinics. During this implementation phase, education about the policy and smoking cessation resources were provided to employees, as well as visitors and patients, as part of the Health System’s dedication to a completely smoke-free environment. The feedback has been positive, but some individuals, including employees, continue to smoke on the Sacramento campus.

To achieve greater compliance with the No-Smoking Policy, the focus is shifting to an enforcement phase. Supervisors and managers will play a vital role in enforcement of the policy to increase compliance by employees and thereby decrease the presence of second-hand smoke, a serious health hazard.

Like any other Health System policy, enforcement will be a shared responsibility with all members of the Health System doing their part to achieve a smoke-free environment.

- All supervisors and managers are expected to take action when employees violate the No-Smoking Policy, such as addressing a violation directly with an employee who is smoking and/or reporting the violation to the employee’s home department for corrective action.

- Departments are to observe areas around their facilities to increase compliance.

- Individuals who witness an employee smoking at the Health System are expected to report the violation to that employee’s direct supervisor or manager. Violations are to be reported to the applicable department or division’s main office when the name of the direct supervisor or manager is not known.

- A limited number of designated staff, such as PSO’s, will monitor the Sacramento campus to ensure compliance. But the expectation remains that enforcement of the policy will be a collective undertaking with all supervisors and managers playing a key role in responding to and reporting violation to the employee’s home department.
Once informed, the direct supervisor or manager will promptly meet with his/her employee (preferably on the day of the violation) and address the following:

1. Tell the employee that s/he was witnessed smoking on University premises in violation of the No-Smoking Policy and provide the date/time/location of the violation. (Listen and respond to the employee’s version of events if facts are in dispute.)

2. Inform the employee that s/he must comply with the No-Smoking Policy or s/he will be subject to corrective action.

3. Provide the employee with a copy of the No-Smoking Policy.

4. Remind the employee that smoking cessation resources are available from the Health System.

A template corrective action letter to issue to employees who violate the No-Smoking Policy on more than one occasion will be available shortly on the HR website under “Hot Topics”. You may contact Labor Relations with questions about issuing corrective action/discipline.

Other efforts remain ongoing to support compliance with the No-Smoking Policy by patients and visitors.