

107-01 SMOKING—PROCEDURE

1. PURPOSE

Effective May 1, 2007, amendments, revisions and repeals to Title 36, Chapter 6, of Arizona Revised Statutes are enacted under Section 36-601.01 and are known as the "Arizona Non-Smoker Protection Act". The act bans smoking in all public places and places of employment with exceptions, including bars and tobacco shops. All persons present on locations owned or controlled by Coconino Community College will be required to abide by this law and related policy and procedure.

2. PROCEDURE

1. Definitions

- a. "Enclosed Area" is defined as all space between a floor and ceiling that is enclosed on all sides by permanent or temporary walls or windows (exclusive of doorways), which extend from the floor to the ceiling. Enclosed area includes a reasonable distance from any entrances, windows and ventilation systems so that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke, and so that tobacco smoke does not enter the building or facility through entrances, windows, ventilation systems or any other means. Exceptions are restricted to areas specifically designated and identified as "smoking" areas.
- b. "Smoking" means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigars, cigarettes, pipe tobacco and any other lighted smoking product. This includes electronic cigarettes or devices that simulate smoking.

2. Scope

- a. "No Smoking" signs or the international "No Smoking" symbol shall be clearly and conspicuously posted to identify all locations where smoking is prohibited and where complaints regarding enforcement may be registered. In addition, the college may elect to post select locations where smoking is allowed, but is not required to by law.
- b. Arizona Revised Statute 36-601.01.H authorizes all employees of places regulated by this law to inform any person who is smoking in violation of this law that smoking is illegal in that area and to request that the illegal smoking stop. Employees should not confront violators beyond advising them that smoking is prohibited. If violators do not adhere to advice, security or local law enforcement should be notified. Employees who are not comfortable advising violators may elect to notify security of the illegal smoking. In the absence of security, persons of authority should be informed.
- c. The prohibition of smoking on College facilities will be communicated to all existing employees and to all prospective employees upon their application for employment.

- d. Notwithstanding any other provision of this policy, persons reasonably in charge of extension sites/campuses, or locations controlled by the College, may elect to designate the entire location as “Smoke-Free” with the approval of the College President.
- e. Violators of this procedure may be subject to disciplinary and/ or criminal action, or may be subject to other rights and remedies provided to the College by law.

3. BACKGROUND

- 1. References: Title 36, Chapter 6, of Arizona Revised Statutes, Arizona Revised Statute 36-601.01.H
- 2. Revision history: 5/17/2007, 09/28/2010 (reformatted), 4/27/2011
- 3. Legal review: none
- 4. Sponsor: Human Resources

Approved by College Council: 04/27/2011

COCONINO COMMUNITY COLLEGE