



Document Name:

Policy for Tobacco and Smoke Free Environment at Dow  
University of Health Sciences, Karachi

Document Number:

DUHS / RO / SOP / 32

## DOW UNIVERSITY OF HEALTH SCIENCES



### STANDARD OPERATING PROCEDURE Policy for Tobacco and Smoke Free Environment at Dow University of Health Sciences, Karachi (CLAUSE 1.1 OF ISO 9001:2008)

	NAME	DESIGNATION	SIGNATURE	DATE
PREPARED BY:	Dr. S. M. Ashraf Jahangeer Al'Saani	Assistant Professor, Department of Community Medicine, Dow Medical College, DUHS		April 11 <sup>th</sup> , 2020
REVIEWED BY:	Prof. Nighat Nisar	Professor Community Medicine and Dean, Basic Medical Sciences		14 <sup>th</sup> / 4 / 2020
REVIEWED BY:	Prof. Saba Sohail	Principal, Dow Medical College		14 <sup>th</sup> April, 2020
Reviewed BY:	Prof. Fouzia Parveen	Principal, Dow International Medical College		15-4-20
APPROVED BY:	Prof. Mohammed Saeed Quraishy	Vice Chancellor, DUHS		18 / 4 / 20
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### TERMS AND DEFINITION


TERMS	DEFINITION
<b>Tobacco products</b>	Cigarettes, cigars, and anything which contain burning tobacco including electronic cigarettes, and chewable tobacco products except tobacco chewing gums, and patches for cessation of tobacco use
Drug(s)	This includes "narcotic drugs" as defined in the Control of Narcotics Substances Act, 1997 as well as "psychotropic substance" listed in the Schedule to the Act, pharmaceutical drugs, sedatives and tranquilizers described in the Drugs Act, 1976 if used without a prescription or authorization, and alcohol prohibited by The Prohibition (Enforcement of Hadd) Order (4 of 1979)
Drug Abuse	Possession, use or the sale or distribution of such drugs
Focal Person	The Focal Person appointed under Section 3 of this Policy
NGO	Non-governmental organization
Smoking	Smoking shall have the same meaning as it does under the Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002
Smoke free	Smoke free shall mean the prohibition of smoking and other use of tobacco in accordance with the provisions of the Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002
Anti-Tobacco Legislation	The 'Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002,' or any other anti-tobacco legislation in the HEI's jurisdiction, as applicable



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### LIST OF ABBREVIATIONS

BOS	Board of Studies
DOC	Document
DUHS	Dow University of Health Sciences
FM	Form
HEC	Higher Education Commission
PMDC	Pakistan Medical and Dental Council
ISO	International Organization for Standardization
OC	Organization Chart
QEC	Quality Enhancement Cell
QMR	Quality Management Representative
QMS	Quality Management System
QSP	Quality System Procedure
SOP	Standard Operating Procedure
VC	Vice Chancellor

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## 1. PURPOSE:


- **Introduction:** With respect to smoking, the World Health Organization documents that more than 8 million people die each year from tobacco use with 1.2 million of these deaths from passive smoking alone, and many others facing tobacco-related health complications.
- Accordingly, the Federal Government enacted the Prohibition of Smoking and Protection of Non-smokers Health Ordinance, 2002 (Ordinance No. LXXIV of 2002) to limit smoking at public places of work or use and in public service vehicles (except in designated areas) and to outlaw tobacco storage, sale, or distribution in the vicinity of educational institutions. As a result of HEC's implementation of this policy in HEIs, and like all other institutions, universities have a legal responsibility to implement all relevant national laws and policies and should join hands with all stakeholders including psychologists and psychiatrists, social workers, NGOs, and others to address the problem of tobacco abuse.
- The **purpose** of this documented policy is to define a tobacco and smoke-free healthy working environment for all faculty, staff and students of Dow University of Health Sciences because everyone has a right to live in a clean environment and breathe clean air.

## 2. SCOPE:

- The **scope** of this policy applies to the faculty, staff, students, visitors and patients (including individuals associated with outsourced services) in the premises of DUHS (campus, class rooms, hostels, play grounds, libraries, laboratories, cafeterias & transport etc.) also within the jurisdiction of The Dow University of Health Sciences and its constituent colleges/schools/institutions, outreach laboratory collection centers, and clinics.
- The scope of this Policy does not apply to the affiliated hospitals or affiliated healthcare centers, if any, that are not under the administrative control of the DUHS, or a part of the Dow Healthcare System.

## 3. RESPONSIBILITIES

- The Director or the Principal of the respective constituent School/ Institute is to implement the smoke-free environment policy within the institute/college/ or school, as applicable.
  - The administrative departments of each college/institute and School are responsible for organizing faculty and staff awareness sessions, with

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signage displayed prominently at the entrance of each building/campus, or as appropriate.

- The administrative officer of the respective institute/college/or school is responsible for monitoring and maintaining this policy
- A team of representative faculty and staff members' part of the community medicine and community dentistry, community nursing and midwifery, along with dental hygiene faculty will evaluate the tobacco free environment progress annually.
- The chairpersons of each teaching or service departments are responsible for the application of this policy within their department premises and for bringing awareness to their students, during the professional year or the semester.
- The student and staff counselling service available at each campus is also responsible, inter alia, to provide appropriate support to those who want to give up smoking for the betterment of their long term health.

#### 4. PROCEDURE:

- Ensuring regular training of faculty and arrange awareness sessions on tobacco cessation bi-annually, or at least once during the fall and spring sessions.
- Ensuring that tobacco products in kind or as picture are not displayed, used, stored and sold within the premises including movable property of the DUHS such as shuttles and buses
- Ensuring that cigarette butt receptacles and bins are installed outside the entrance to encourage the incoming tobacco users discard or light off their tobacco products under use
- Ensuring that adequate signage be displayed to inform employees, students and visitors regarding the smoke free status of DUHS.
- Appropriate and adequate free support be provided to those who want to give up tobacco use, as referred by the Director/Principal.
- For the purpose of this policy, 'electronic' cigarettes or devices are also subject to the same restrictions.
- With regard to smoking outside DUHS immediate premises, this will not be permitted at entrances to DUHS campus/ buildings or near windows. Smokers will be required to move away from areas immediately adjacent to DUHS premises to prevent smoke from entering premises and offices.
- To deepen understanding of campus behaviors and views related to use of tobacco products, a baseline survey followed by annual follow up surveys to be arranged by the Principal of each main campus will be helpful to gauge effectiveness of the policy, as applicable.
- Ensuring no employee or students represents, endorse or promote tobacco use within and outside the premises of DUHS



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- Members of staff and students failing to comply with the terms of the policy will be liable to disciplinary action in accordance with established procedures.

#### **4.1. Formation of ANTI-DRUG & TOBACCO COMMITTEE AND FOCAL PERSONS FOR DRUG AND TOBACCO CONSUMPTION**

**4.1.1. Anti-Drug & Tobacco Committee (ADTC):** The University shall constitute an "Anti-Drug & Tobacco Committee" comprising of three members duly notified by the Vice Chancellor.

**4.1.2. Composition of the ADTC:** The committee shall be headed by the senior most committee member and include:

- i. 2 regular faculty members of the University
- ii. 1 senior member from the administration
- iii. In case of coeducational and all-women HEIs, at least one female member from administration.

**4.1.3. Focal Person for Drug and Tobacco Abuse:** The member of the ADTC, who is from the Principal office administration shall be appointed a Focal Person for matters related to Drug Abuse and unlawful tobacco consumption.


- The Focal Person will act as a liaison for the members of the HEI to the ADTC.
- If a student, staff, or faculty member feels that he or she needs medical and/or mental health assistance and counselling or would like to report Drug Abuse or smoking, the student, faculty or staff member may reach out to the Focal Person who will connect the individual to the services requested or refer the matter to the ADTC to begin an inquiry as the case may be.

#### **4.2. ACTIVITIES AND PROGRAMS**

Students must be encouraged to participate in a diverse array of programs as healthy engagements that may prevent any inclination toward smoking or Drug Abuse.

**4.2.1.** These include (but are not limited to):

- i. Extra and co-curricular activities on campus such as through societies in arts and dramatics/ theater, corporate social responsibility, community service, etc.;
- ii. Community service including plantation, distribution of food amongst the disadvantaged, volunteer work at old/shelter homes.

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- iii. Fitness, exercise, sports and athletic activities;
- iv. Hosting and monitoring of recreational events by HEIs to provide an avenue to bring together students without drug and tobacco use; and
- v. Any other program the ADTC may determine from time to time, in alignment with the SDG Goal of Good Health and Well-being.

#### **4.3. EFFORTS TO PREVENT DRUG AND TOBACCO ABUSE**

- The each constituent college/school and institute must undertake efforts to prevent drug abuse and illicit smoking within their jurisdictions.
- Smoking: The University must display labels in accordance with the prohibition of smoking under Anti-Tobacco Legislation. Additionally, all students should be made aware of the adverse effects of smoking on health through relevant wards, and distributions of materials through the Principal/Directors office.

#### **5. RELATED DOCUMENTS:**

- How to make your campus smoke-free. Geneva: World Health Organization; 2019 (WHO/NMH/PND/2019.8). License: CC BY-NC-SA 3.0 IGO.
- Enforcement of tobacco control laws. [http://www.na.gov.pk/uploads/content/scan0001\(5\).pdf](http://www.na.gov.pk/uploads/content/scan0001(5).pdf)
- Sindh Assembly resolution
- Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002.
- Ministry of Health, Tobacco Control Cell has been placed with Ministry of National Health Services, Regulations and Coordination

#### **6. RELATED RECORDS**