

國立中興大學校園菸害防制管理辦法

Campus Tobacco Hazards Prevention and Control Method of National Chung Hsing University

98.3.18 第 342 次行政會議訂定

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105.9.7 第 400 次行政會議修正通過

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112.6.21 第 456 次行政會議修正通過(第 1~5、9~11 條)

Revised and passed on the 456th administrative meeting on June 21, 2023 (Articles 1-5, 9-11)

第一條 國立中興大學(以下簡稱本校)為防制菸害，確保環境衛生及校園空氣品質，依「學校衛生法」及「菸害防制法」之規定，訂定本辦法。

Article 1. In order to prevent and control tobacco hazards and **ensure environment and air quality of campus**, National Chung Hsing University (Hereafter referred to as “the University”) developed this method according to stipulations in *School Health Act and Tobacco Hazards Prevention Act*.

第二條 本校之室內外場所全面禁菸(含電子煙)。場所負責單位須於其場所入口處或適當地點，設置明顯禁菸中英文標示，以揭示該區域不得吸菸；且不得供應與吸菸有關之器物。

Article 2. Tobaccos (**including electronic cigarettes**) are completely forbidden at indoor and **outdoor** places of the University. Conspicuous **Chinese and English** signs must be set at entrances or **appropriate places of units** that are responsible for such places to manifest that it is not allow to smoke at such places; and no smoking-related objects shall be provided.

第三條 本校各單位應共同合作，落實校園菸害防制工作，以營造無菸校園環境，維護全體教職員工生之身心健康。

Article 3. **All units of the University shall cooperate to implement campus tobacco hazards prevention and control work to create smoke-free environment and maintain physical and mental health of all faculty members, staff members and students.**

第四條 本校菸害防治管理各單位工作執掌如下：

Article 4. The responsibilities of all units of the University on tobacco hazards prevention and control are as follows:

一、教務處：將校園禁菸、菸品危害與戒菸等議題融入專業課程或通識課程教學。

1. Office of Academic Affairs: Incorporate campus no-smoking rules, tobacco hazards, smoking cessation and other subjects into teaching of professional courses or general education curriculum.

二、學生事務處：

2. Office of Student Affairs:

(一) 健康及諮商中心

1) Health and Counseling Center

1. 推動校園菸害防制之衛生教育與宣導計畫。

(1) Promote health education and education propaganda programs for campus tobacco hazards prevention and control.

2. 提供戒菸醫療諮詢及轉介鄰近醫療院所戒菸門診。

(2) Provide smoking cessation medical consultation and referral service to smoking cessation clinic of adjacent medical institutions.

3. 提供接受戒菸治療之心理支持與輔導。

(3) Provide psychological support and counseling about acceptance of smoking cessation treatment.

4. 協助衛生單位稽查校內菸害防制工作。

(4) Assist sanitation units to inspect campus tobacco hazards prevention and control work.

(二) 學生安全輔導室

2) Student Safely Division

1. 師生反映菸害問題通報窗口。

(1) Serve as tobacco hazards issues reporting and disclosure window for teachers and students.

2. 學生校內吸菸行為之規勸與制止。

(2) Exhort and prevent students who are smoking on campus.

(三) 住宿輔導組

3) Student Housing Service Division

1. 協助宿舍區內菸害防制之衛生教育與宣導。

(1) Assist with sanitation education and propaganda about tobacco hazards prevention in dormitory area.

2. 住宿生吸菸行為之規勸與制止。

(2) Exhort and prevent students who are smoking in dormitories.

3. 宿舍區內不得出現菸品宣傳相關內容。

(3) Content related to cigarettes advertisement is not allowed to appear in the dormitory area.

(四) 課外活動組：

4) Extracurricular Activities Division

1. 管理學生社團不得出現菸品宣傳相關內容。

(1) Regulate students' societies to avoid appearance of content

related to cigarettes propaganda.

2. 轄下場地內吸菸行為之規勸與制止。

(2) Exhort and prevent students who are smoking in places under the jurisdiction of this division.

(五) 生活輔導組：

5) Student Life Division

學生違規吸菸經勸導而拒不合作者，依相關規定懲處。

Students who violate regulations to smoke and refuse to cooperate shall be punished in line with relevant stipulations.

三、總務處：

3. Office of General Affairs:

(一) 事務組：

1) Division of Business Engagement:

1. 撤除吸菸區暨相關設施。

(1) Dismantle smoking area and relevant facilities.

2. 校內建築物與公共設施禁菸標誌、標線、設施之設立。

(2) Set up no-smoking signs, markings and facilities at buildings and public facilities in the University.

3. 駐衛警隊辦理校園巡查、勸阻、糾舉違規吸煙者。

(3) Security guards conduct campus patrol, dissuade, picket and report smokers who violate no-smoking rules.

(二) 資產經營組：

2) Division of Property Operation Management:

1. 管理校園商店、自動販賣機不得販售菸品或與吸菸有關之器物。

(1) Selling tobacco products or smoking-related objects is prohibited in all shops and vending machines on campus.

2. 外包廠商及其相關工作人員之菸害防制教育宣導及其吸煙行為規勸與制止。

(2) Conduct tobacco hazards prevention and control education and propaganda on outsourcers and staff thereof, exhort and prevent outsourcers and staff thereof who are smoking.

(三) 營繕組、採購組：

3) Division of Construction and Maintenance & Division of Procurement:

1. 與廠商簽訂契約時，增訂禁止於校園內吸菸等條款，督導廠商於校內應遵照菸害防制相關規定。

(1) When concluding contracts with outsourcers, banning smoking

on campus and other articles shall be added, and outsourcers shall be under their supervision to follow regulations related to tobacco hazards prevention and control on campus.

2. 外包廠商及其相關工作人員之菸害防制教育宣導及其吸煙行為規勸與制止。

(2) Conduct tobacco hazards prevention and control education and propaganda on outsourcers and staff thereof, exhort and prevent outsourcers and staff thereof who are smoking.

四、研發處：

4) Office of Research and Development:

修訂本校「學生校外實習合約書參考範例」，增列實習機構宣導未滿二十歲者禁止進入吸菸區及避免遞菸行為。

Revise “Students Off-campus Internship Contract Template” of the University and add the article that internship institutions shall propagandize that people below 20 years old are forbidden to enter the smoking area and shall avoid behavior of passing cigarettes.

五、國際事務處：

5) Office of International Affairs:

協助外籍生菸害防制之宣導。

Assist in promotion of tobacco hazards prevention and control among foreign students.

六、人事室：

6) Office of Personnel:

本校教職員成功戒菸之獎勵或有違反菸防治法之懲處者，請主政單位填具獎懲建議表，統一簽報首長核定後，移請人事室依本校職員獎懲要點提送考績委員會審議。

With regard to rewards for successful smoking cessation of the faculty and staff of the University and punishment for violating the Tobacco Hazards Prevention Act, the major administrative unit shall be responsible for filling in reward and punishment opinion forms. After such forms are uniformly signed and approved by the head of the University, these forms shall be transferred to the Office of Personnel and then submitted to Merit Rating Committee for deliberation according to *National Chung Hsing University Guidelines for Staff Rewards and Penalties*.

七、環境保護暨安全衛生中心：

7) Occupational Safety and Health and Environmental Protection Center:

1. 教職員工菸害防制之衛生教育與宣導。

- (1) Sanitation education and propaganda of tobacco hazards prevention and control to the faculty and staff.
2. 協助環保單位稽查校內菸害防制工作。
- (2) Assist environmental protection agencies to inspect campus tobacco hazards prevention and control work.

八、體育室：

8) Office of Physical Education and Sports:

1. 轄下體育場地內吸菸行為之規勸與制止。
- (1) Exhort and prevent those who are smoking in sports playgrounds under the jurisdiction of this Office.
2. 轄下場地不得出現菸品宣傳相關內容。
- (2) Content related to cigarettes advertisement is not allowed to appear in places under the jurisdiction of this Office.

九、圖書館：

9) Library:

1. 圖書館內吸菸行為之規勸與制止。
- (1) Exhort and prevent those who are smoking in the library.
2. 圖書館內不得出現菸品宣傳。
- (2) Cigarette advertisement is not allowed to appear in the library.

十、各院、系、所、處、室：

10) All Colleges, Departments, Institutes, Divisions and Offices:

1. 所屬大樓內設置禁菸標示並管理不得出現菸品宣傳相關內容。
- (1) Set up no-smoking signs in affiliated buildings. Smoking content related to cigarettes advertisement is not allowed to appear.
2. 所屬系館、單位、場地內吸菸行為之規勸與制止。
- (2) Exhort and prevent those who are smoking in affiliated departments, units and places.
3. 管理所屬系館、單位、場地內不得販售菸品或與吸菸有關之器物，亦不得出現菸品宣傳相關內容。
- (3) Selling tobacco products or smoking-related objects is prohibited in affiliated departments, units and places.
4. 所屬師生菸害防制之衛生教育與宣導及其校內吸菸行為之規勸與制止。
- (4) Conduct sanitation education and propaganda of tobacco hazards prevention and control, and exhort and prevent subordinate teachers and students who are smoking.

第五條 對於在禁菸場所吸菸者，該管場所負責人、管理人或工作人員應予勸阻。在禁菸場所發現吸菸者，其在場人士得予勸阻；若吸菸者不接

受勸導者，得請本校駐警隊勸導離開校園或撥打臺中市政府菸害防制專線電話舉發。

Article 5. For those smoke in no-smoking area, person in charge, management personnel and working personnel of such area shall exhort them. If a smoker is found smoking in no-smoking area, people on site shall exhort them; if smokers not accept, security guards of the University are allowed to persuade him/her leave the campus, or **tobacco hazards prevention and control special line of Taichung City Government can be dialed to report.**

第六條 本校各行政、教學、研究單位應對來往之廠商於進入校區前，以口頭告知本辦法要求廠商遵守或於合約中敘明。

Article 6. **Outsourcers associated with all administrative, teaching and research units of the University shall be informed of this method orally and required to observe this method, or this requirement shall be set forth explicitly in contracts.**

第七條 本校校內不得販賣菸品或菸品形狀之任何物品，不得張貼菸品廣告，並不得從事菸品之品嚐、促銷活動。

Article 7. No cigarettes or any cigarette-shape objects are allowed to sell on campus, no advertisement is allowed to set up, and no engagement in tasting and promotion of cigarettes is allowed on the campus of the University.

第八條 不得攜帶或吸食電子菸，若發現攜帶或吸食電子菸者，得請本校駐警隊通報臺中市警察局追查成份及來源。

Article 8. It is not allowed to carry or vape electronic cigarettes. If anyone is found carrying or vaping electronic cigarettes, the security guards of the University are allowed to report such behaviors to Taichung City Government Police Department to track ingredients and sources.

第九條 本校教職員工生或校外人士於本校違規吸菸，經勸導、制止仍拒不合作者，處理方式如下：

Article 9. Faculty members, staff members, students, or off-campus person who violate no-smoking rules and still refuse to cooperate after exhortation and prevention, they shall be punished as follows:

一、 違規學生經規勸無效，依本校學生獎懲相關規定懲處。

1. Students breaching rules and failing to correct after exhortation shall be punished according to relevant student rewards and punishment provisions of the University.

二、 違規教職員工經規勸無效，通報其所屬單位主管並報請人事室依相關法規議處，或依菸害防制法通報主管機關處罰。

2. If faculty members and staff members who violate rules and fail to correct, they shall be reported to their supervisors of their units, and the Office of

Personnel which will discuss and punish them according to relevant regulations, or they shall be reported to the competent authority to punish in line with *Tobacco Hazards Prevention Act*.

三、校外人士、外包廠商及工作人員，由駐警隊勸離學校，其情節嚴重者，得依菸害防制法通報主管機關處罰。

3. Off-campus person, outsourcers and staff thereof shall be persuaded to leave the University by the security guards. If there is any serious violation, the competent authority shall be informed according to *Tobacco Hazards Prevention Act* for punishment.

第十條 本辦法未盡事宜，依相關法令辦理之。

Article 10. Matters not covered is the Method shall be handled in accordance with relevant decrees.

第十一條 本辦法經行政會議通過後實施，修正時亦同。

Article 11. The Method shall be implemented after being approved at the administrative meeting and it is the same with revision.