

POLICY NUMBER: 0018-07

SUBJECT: **DHH Worksite Smoke-free Policy**

CONTENT: **Policy on Smoking in the Workplace for DHH Employees**

EFFECTIVE DATE: Issued:

INQUIRIES TO: Louisiana Tobacco Control Program
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DHH Worksite Smoke-free Policy

- I. Effective January 1, 2007, smoking by DHH employees and visitors to DHH facilities shall be allowed only in specifically designated exterior areas. According to the new Louisiana Smoke Free Air Act 815, smoking is prohibited in all enclosed areas within public places, except as otherwise restricted in accordance with the provisions within the law. Facility managers throughout the state should also be aware of their parish's/city's local ordinance which may be stricter than the state law.

Exterior areas are to be designated by a "Smoking Permitted" sign. Smoking is permitted only if such a sign is present and smoking in areas without such a sign is prohibited. Ashtrays/urns are provided; DHH employees and visitors are requested to not dispose of cigarette butts in flowerbeds or grounds area or in trash cans not designated for cigarette butts/ashes disposal..

There is no smoking allowed within 30 feet of any entrance/exit door for all facilities. Balconies within DHH facilities are also non-smoking areas.

All DHH vehicles are considered non-smoking areas.

Since infractions to this policy by DHH employees can potentially harm fellow workers, such an infraction is to be considered a safety violation and may result in disciplinary action. Each supervisor is responsible for the enforcement of this policy.

This policy is applicable to all DHH employees at all times within DHH facilities.

- II. Designation of "Smoking Permitted" areas.

The facility manager of each facility shall, where space allows, designate exterior smoking areas.

Signs shall be prominently posted and regularly maintained in the exterior "Smoking Permitted" area by the facility manager or his/her designee designating the exterior smoking area. Ashtrays/urns/receptacles shall be provided for disposal.