

## **DHHS POLICIES AND PROCEDURES**

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<b>Section V:</b>	<b>Human Resources</b>
<b>Title:</b>	<b>Safety and Benefits</b>
<b>Chapter:</b>	<b>Workplace Smoking Policy</b>
<b>Current Effective Date:</b>	<b>4/1/04</b>
<b>Revision History:</b>	<b>7/1/03</b>
<b>Original Effective Date:</b>	<b>3/1/02</b>

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### **Purpose**

The purpose of this policy is to establish a smoke-free environment for all of the Department of Health and Human Services (DHHS) owned or leased facilities statewide.

### **Policy**

The DHHS is committed to providing a healthy, safe and productive work environment for all its employees. This policy covers all employees, clients, students, customers and visitors. This policy does not supersede any existing policies that have been established in compliance with program accreditation requirements.

### **Implementation**

1. Smoking will be strictly prohibited within DHHS owned or leased buildings statewide. Smoking means the use of a lighted cigarette, lighted cigar, lighted pipe or any other lighted tobacco product.
2. Outside-designated smoking areas will be established that are reasonably accessible to all employees. Such areas will have signs clearly posted to designate the smoking area. The designated outside areas shall be at least 20 feet from any main building entrances.
3. Each division director, manager and supervisor will have enforcement responsibility with their workforce. Any violations of this policy will follow normal disciplinary procedures as they relate to personal conduct.
4. Each division director is to ensure that all employees are aware of this policy and shall have signs made and posted to create visible awareness of the building smoking regulations.
5. Information and/or counseling on smoking cessation classes will be coordinated by the Division Human Resources (HR) Office to assist employees who wish to refrain from smoking or the use of tobacco products. The Employee Assistance Program will also serve as a resource to assist employees if requested.

6. The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing this policy.

*For questions or clarification on any of the information contained in this policy, please contact [Human Resources](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).*