

**POLICY NUMBER:**

**SUBJECT:**

Tobacco Free Workplace

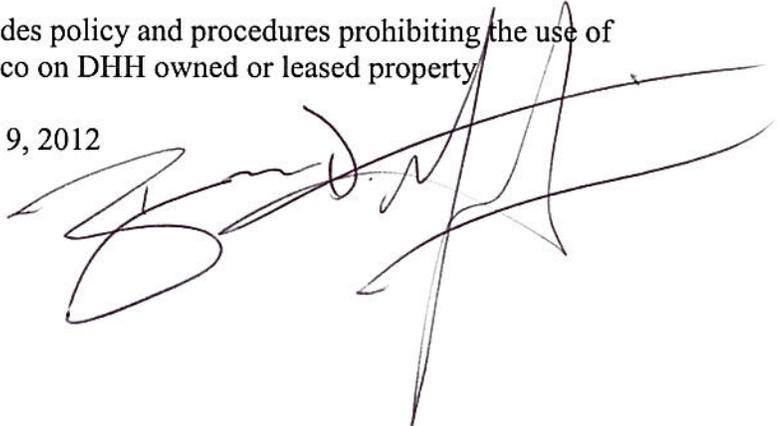
**CONTENT:**

Provides policy and procedures prohibiting the use of tobacco on DHH owned or leased property

**EFFECTIVE DATE:**

April 9, 2012

**INQUIRES TO:**

A large, stylized handwritten signature in black ink, written over the 'INQUIRES TO:' field. The signature is highly cursive and difficult to decipher, but it appears to be a name with a prominent initial.

## TOBACCO-FREE WORKPLACE POLICY

### I. STATEMENT OF POLICY

It is the policy of the Department of Health and Hospitals (DHH) to ensure safe and healthy environments for employees, visitors and those who receive DHH services. The use of or second-hand exposure to tobacco products can lead to disease and death. Therefore, the use of these products on or in DHH owned or leased property, facilities and buildings will be prohibited by employees and visitors.

### II. IMPLEMENTATION

The effective date of this policy is April 9, 2012.

### III. DEFINITIONS

- a. This policy applies to tobacco in all forms including, but not limited to, smoking tobacco of any kind, oral tobacco products (dips, chewable tobacco, etc.) and any form of smoking device (e.g. electronic cigarettes).
- b. This policy will prohibit use of tobacco products by all employees, grantees, contractors, visitors, and any other persons on the interior and exterior of properties occupied, owned, rented, and/or leased, by DHH. This includes parking areas, where tobacco products should be extinguished upon entering.
- c. This policy also applies to DHH vehicle(s) at all times and personal vehicles when transporting persons on authorized DHH business.

### IV. EXCEPTIONS

The policy applies to all individuals on DHH property, with the exception of patient residents whose use of tobacco is protected by state law.

### V. POSTING AND DISSEMINATION REQUIREMENTS

Employees will be informed of this policy through signs posted throughout DHH and DHH vehicles, the policy manual, and orientation and training provided by their supervisors. This policy will be disseminated via electronic communications, posted prominently, and available on the DHH intranet.

To inform visitors, signs shall be prominently posted and regularly maintained at the entrances to and in the interior and exterior areas of DHH owned and leased facilities and buildings advising of the "Tobacco-Free Policy".

The Safety Officer or a designated representative at each facility and building will be required to carry out the posting and dissemination of the "Tobacco-Free Policy"

within 60 days of the effective date. For DHH leased facilities and buildings, the Safety Officer or a designated representative shall work with the landlord of the property to identify the appropriate posting locations in the interior and exterior areas of the building or facility.

The Safety Officer or a designated representative will work with the Bureau of Media and Communications to obtain the most current approved signage.

## VI. CESSATION

DHH is committed to providing support to all DHH employees who wish to stop using tobacco products. Cessation information is available to any DHH employee, contractor, grantee or visitor upon request. DHH will help all employees desiring to quit by helping them access recommended cessation programs and materials (including but not limited to the Louisiana Tobacco Quitline).

Effective July 1, 2011, the Louisiana Office of Group Benefits began coverage for ALL Smoking Cessation products (over the counter and prescription). Coverage allows a total of a 168 day supply per calendar year. Members must have a prescription from their physician for products to be covered under the plan. Employees should consult the Office of Group Benefits or their health plan for more information.

## VII. RESPONSIBILITIES

It is the responsibility of all DHH employees, contractors, grantees, visitors and others to comply with this policy while on DHH property, either leased or owned. Visitors who do not comply with this policy will be asked to dispose of their tobacco products. If a visitor refuses, they will be requested to leave the premises. Employees who do not comply with this policy may be subject to disciplinary action up to and including termination. Contractors in violation of this policy will be reported to their supervisor at the contracting organization.

Supervisors are responsible for ensuring that employees under their direction are aware of the policy and comply with it.