

LAKE COUNTY HEALTH DEPARTMENT

OPERATING POLICY & PROCEDURE

SMOKE FREE/TOBACCO FREE WORK ENVIRONMENT

I. PURPOSE

The Lake County Health Department (LCHD) has an obligation to its employees, visitors, clients, volunteers and the community to take action known to protect Public Health and to promote a healthy lifestyle. Through maintaining a tobacco free environment the LCHD sets an example to other community organizations, residents and community leaders.

II. SCOPE

This Policy applies to all LCHD employees, visitors, volunteers and clients. It is the responsibility of each employee and supervisor to fully comply with the procedure.

III. REFERENCES

Fla. Stat. Ch. 386 - Florida Indoor Clean Air Act  
Florida Tobacco Prevention and Control Strategic Plan 2005-2010

IV. DEFINITIONS

Tobacco Use: The use of cigarettes, cigars, pipes and smokeless tobacco  
Approved Leave Time: Leave time approved by employee's supervisor  
Unauthorized Leave: Leave that is not authorized by an employee's supervisor.  
Health Department Property: Any facility or campus owned or leased by, or on behalf of, the Lake County Health Department.

V. POLICY STATEMENT

Effective January 1<sup>st</sup>, 2007, the use of tobacco products will not be allowed on any LCHD property or by employees during employee work time or in view of clients and visitors. LCHD promotes and maintains a 100% tobacco free environment to preserve and protect the health of patients, visitors, volunteers and employees.

VI. PROCEDURE

The following guiding principles will be followed by all employees, clients, visitors and volunteers.

Created: 11/16/06  
Reviewed: \_\_\_\_\_  
Revised : \_\_\_\_\_

- A. Employees who have the need to smoke or use tobacco products during the work day will be required to do so off of LCHD Property. Employees will be required to “clock out”, with supervisor’s approval, and leave the work area and drive/walk off site and out of view of patients and visitors. Leaving Health Department property to use tobacco products should not be considered a part of the 15-minute work break, which is offered to employees.
- B. Employees with excessive tobacco odor in their clothing will be in violation of this policy.
- C. Signs are to be posted at each entrance indicating that LCHD is a Tobacco/Smoke free environment. This policy applies to all LCHD campuses, including: buildings, walkways, parking lots, public and private vehicles, any public sidewalks that fall within campus boundaries, and public sidewalks, streets and property adjacent to LCHD property.
- D. While this policy does not require employees to quit tobacco use, LCHD supports and encourages all efforts by employees to quit tobacco use.
- E. Potential new hires will be informed of the tobacco/smoke free policy at the time of interview.
- F. Tobacco/Smoke use policy will be reviewed at new employee orientation.

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Pam Steinke,RN,MA  
Administrator

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Date