



Santa Rosa County Human Resources

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Memorandum

To: Santa Rosa County Board of Commissioners

From: DeVann Cook, Director, Human Resources

Through: Tony Gomillion, County Administrator

RE: Smoke-Free/Tobacco-Free Workplace Policy

Date: April 1, 2016

RECOMMENDATION

Adopt updated Smoke-Free/Tobacco-Free Workplace Policy.

BACKGROUND

Santa Rosa County's smoking/tobacco use policy has not been updated since 2004. In order to promote a healthier workplace and address recent issues related to non-tobacco nicotine use, I recommend we adopt the attached policy. This policy will ban the use of non-tobacco nicotine delivery systems, move smoking areas 50 feet from the building entrances and eliminate the use of tobacco and/or nicotine delivery systems from County-owned vehicles.

e-mail hr@santarosa.fl.gov

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Santa Rosa County Smoke-Free/Tobacco-Free Workplace Policy 2016

Santa Rosa County Board of Commission is dedicated to providing a healthy and productive work environment. In compliance with F.S. 386.204, it will be our policy to provide a smoke-free work environment. The Florida Clean Indoor Air Act of 1985 applies to all enclosed areas of business where employees perform work and for which the employer is responsible.

This policy will be posted and copies will be made available to anyone who requests one. Appointing authorities will enforce this policy for their staff.

Effective May 1, 2016 the use of all tobacco products (smoking, dipping, chewing, electronic cigarette, electronic pipe, vaporizer, vape pen or other similar devices) is banned in:

- All enclosed areas where work is performed, as well as in all restrooms, all meeting rooms, all break areas and all private offices.
- All employer-owned vehicles.
- All employee-owned vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

The use of tobacco products is only allowed in outdoor areas designed by Santa Rosa County. Tobacco use can only occur in locations that are at least 50 feet from any workplace entryway, vent, window or doorway. Smoking is never allowed in any location that allows smoke to circulate back into the building.

No Smoking signs will be posted at all building entrances and throughout the building. In addition, this policy will be included in training manuals and new employee orientation.

Effective May 1, 2016 tobacco use will be banned in all Santa Rosa County vehicles

The success of this policy will depend on the courtesy and cooperation of both tobacco users and non-users. Each of us is responsible for following and helping enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.