

**YAKIMA COUNTY
SMOKE/TOBACCO-FREE WORKPLACE POLICY
POLICY NO. HR - 019**

The purpose of the smoking policy is to provide employees with a safe workplace and the right to work in an environment free of the hazards of tobacco smoke pollution. Smoking poses a significant risk to the health of the smoker and in sufficient concentrations, sidestream smoke can be annoying, and may be harmful to nonsmokers. It can damage sensitive technical equipment and can be a safety hazard.

For the purposes of this policy, “tobacco” is defined to include: cigarettes, cigars, pipes and any other smoking product; dip, chew, snuff, snus and any other smokeless tobacco product; and nicotine delivery devices, such as e-cigarettes. FDA-approved nicotine replacement therapy products used for tobacco cessation are excluded from this definition.

Smoking, including the use of electronic smoking devices and hookahs shall not be permitted in any enclosed county facility. Smoking shall also be prohibited in any outdoor County worksite where two or more employees are required to be in the course of their employment. This includes, without limitation, common work areas, conference and meeting rooms, private offices, elevators, hallways, employee lounges, stairs, restrooms, construction sites, temporary offices such as trailers and vehicles. This policy applies to employees, clients, contractors and visitors.

Smoking shall also not be permitted within a reasonable distance of 25 feet outside of entrances, operable windows, and ventilation systems of enclosed facilities where smoking is prohibited.

The goals of a smoke/tobacco free environment include the following:

1. Provide a safe and healthy work environment.
2. Reduce the risk of diseases such as lung cancer and other respiratory ailments and decrease the chance of other physical problems.
3. Reduce absenteeism.
4. Reduce maintenance, cleaning costs and property damage.
5. Improve morale.
6. Increase productivity.

It shall be the responsibility of the Yakima County Human Resources Department to direct the implementation of this policy and Elected Officials, Department Heads, other management and supervisors of each department will be responsible for enforcement of the policy. For purposes of this policy, the definition of employee and County facility, County vehicle are as follows:

1. Employees are considered:
 - A. Any person employed by Yakima County.
 - B. Volunteers and contractors within the confines of any County building, facility, vehicle or off-site facility being utilized to perform a County service to the citizens.
2. A County building or facility includes, but is not limited to:
 - A. Office spaces, conference rooms, break rooms, and shop areas.
 - B. Any off-site facility utilized for the purpose of conducting a function of County government.
3. County Vehicle refers to any motor vehicle.
 - A. Cars, Trucks, Vans, Buses, Heavy Equipment.

Smoking cessation programs may be offered to those employees who need assistance through the Yakima County Employee Assistance Program.

Adopted Copy Available at
Yakima County Human Resources
128 N. 2nd Street, Room B27
Yakima, WA 98901