



ADMINISTRATIVE PROCEDURES

Procedure Number: 3-4

Effective Date: 11/04/1991

Revision Date: 01/01/2013


County Administrator

SUBJECT: TOBACCO FREE ENVIRONMENT IN THE COUNTY WORKPLACE

DEPARTMENT RESPONSIBLE: Office of the County Administrator and All County Departments

I. STATEMENT

This procedure supports Board of Supervisors Policy C.3.18, "Tobacco Free Environment", covering Pima County Government facilities, work sites, public buildings and adjacent properties. Pima County strives to provide a healthy, comfortable and productive work environment for employees by reducing their exposure to environmental tobacco smoke, providing smoke free access to buildings and limiting the introduction of carcinogens into the workplace ventilation system. The Surgeon General's 1986 Report, *The Health Consequences of Involuntary Smoking*, concluded that involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The separation of smokers and nonsmokers within the same space does not eliminate the exposure of nonsmokers to environmental tobacco smoke. Pima County is a major entity involved in the promotion of public health and safety within the county, and as such the Board of Supervisors promotes and encourages the establishment of tobacco-free zones within County facilities, work sites, public buildings, and adjacent properties and in all County vehicles.

II. DEFINITIONS

County facilities, public buildings and adjacent properties are defined as the owned or leased properties or facilities occupied or used by County personnel, visitors, or vendors, and include but are not limited to buildings, courtyards, walkways, breezeways, parking lots, parking structures, County vehicles (owned or leased), loading docks, construction sites, etc.

Tobacco or Tobacco related products include, but are not limited to, cigarettes, cigars, pipes, smokeless tobacco, water pipes, hookah, e-cigarettes, chewing tobacco, snuff, and other products containing tobacco.

III. GENERAL PROCEDURES

- A. Tobacco use is prohibited on or in all County facilities, public buildings and adjacent properties. Appropriate signage shall be posted throughout all County facilities, work sites, public buildings and adjacent properties, as defined above.
- B. Tobacco use is prohibited in all County vehicles, including but not limited to rental cars used for County business.
- C. All County employees shall adhere to work breaks established by the appointing authority or designee. Smoke breaks will not exceed the number or duration of work breaks afforded other employees.
- D. No employee shall be subject to disciplinary action for bringing to the attention of any appointing authority or designee, violations of the tobacco free environment policy. If the violator is under the responsibility of that appointing authority, then the appointing authority will resolve the situation. If not, the appointing authority in receipt of the violation notification will contact the violator's appointing authority.
- E. Employees who violate the provisions contained herein may be subject to disciplinary action.
- F. Employees who wish to stop smoking or using smokeless tobacco products are encouraged to utilize available Smoking Cessation programs by contacting their health care provider or the Benefits staff in Human Resources.

References:

Pima County Personnel Policy 8-104
Board of Supervisors Policy C.3.18