

NORTH GEORIGIA HEALTH DISTRICT
County Board of Health Personnel Policy #103
Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield

SMOKING POLICY

EFFECTIVE DATE: June 1, 2010

RELEASE DATE: June 1, 2010

REFERENCES: State Law (O.C.G.A. 16-12-2 - Smoking In Public Places)
Resolution of the Board of Human Resources - June 17, 1992

It is the policy of the County Board of Health (CBH) to provide a smoke-free environment in all CBH facilities. Smoking is, therefore, prohibited in all facilities either occupied or controlled by CBH and in vehicles owned by or assigned to the Department of Community Health or CBH. Smoking is also prohibited in employee's personal vehicles during work times when clients, patients or customers are being transported.

This smoking policy is applicable to all employees, clients, patients, customers, vendors, and visitors to CBH facilities. Exceptions may be made by authorized officials or designees when necessary as part of specific patient care and treatment needs.

PROHIBITIONS State law prohibits the smoking of tobacco **in any form** in the following public places:

1. An enclosed elevator which is used by or open to the public and which is clearly designated by a "NO SMOKING" sign.
2. Any place on a public transportation vehicle which is used by the public and which is clearly designated by a "NO SMOKING" sign.
3. Any area which is used by or open to the public and which is clearly designated by a "NO SMOKING" sign.

PROVISIONS

1. Manager are to ensure a smoke-free work environment in all areas occupied by CBH.
2. "NO SMOKING" signs are to be posted in conspicuous places to indicate that the CBH facility is a smoke-free work environment.
3. Smoking areas designated outside of any CBH facility are not to be primary entrances or present a negative image to the public. Smoking areas are not required to be designated if not available or unfeasible.

SMOKING POLICY (continued)

4. Employees may smoke only during their meal periods and a maximum of two discretionary 15-minute break periods. **Additional smoking time is not allowed.**

COMPLIANCE Employees are required to comply with the provisions of this policy. Supervisors are responsible for ensuring that employees do not smoke in prohibited areas or use work time for smoking purposes. Appropriate disciplinary action, up to and including separation, should be taken against employees who violate the smoking policy.

For additional information or assistance, please contact the District Personnel Office at 706/272-2342.
