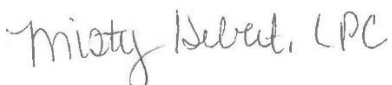



Tobacco-Free Workplace

Policy Type:	Safety	Policy Number:	1102
Original Issue:	07/01/2011	Effective Date:	08/30/2023
Document Owner's Approval:	 <hr/> Misty Hebert, LPC, Deputy Director		
Executive Director's Approval:	 <hr/> Kristin Bonner, MHA, BSN, RN, Executive Director		

Policy Statement:

The South Central Louisiana Human Services Authority (SCLHSA) shall ensure a safe and healthy environment by prohibiting the use of tobacco products on or in SCLHSA owned or leased property, facilities and buildings, by employees, clients, and visitors.

Rationale:

To provide a tobacco free environment and to protect all employees, clients, and visitors from second-hand exposure to tobacco products.

Procedure:

A. INCLUSIONS

- a. This policy applies to tobacco in all forms including, but not limited to, smoking tobacco of any kind, oral tobacco products (dips, chewable tobacco, etc.) and any form of smoking or vaping device (i.e. electronic cigarettes).
- b. The use of tobacco products is prohibited by all employees, contractors, clients, visitors, and any other persons on the interior and exterior of properties occupied, owned, rented, and/or leased by SCLHSA. This includes parking areas, where tobacco products should be extinguished and disposed of in approved receptacles prior to entering.
- c. The prohibition of use of tobacco products also applies to SCLHSA vehicles at all times. The use of tobacco products in employee vehicles on SCLHSA owned or leased property is also prohibited.

B. POSTING AND DISSEMINATION REQUIREMENTS

- a. Employees will be informed of this policy through signs posted in all SCLHSA sites, buildings, vehicles, via the policy manual, orientation and training provided by their supervisors and safety officers.
- b. Clients and visitors will be informed by signs posted prominently at the entrances to and in the interior areas of SCLHSA owned and leased facilities and buildings advising of the "Tobacco-Free Policy".
- c. The Safety Officer or designated representative at each site will be required to maintain the postings of the SCLHSA approved signage. The Safety Officer shall consult the site or Clinic Manager to identify appropriate posting locations.

C. RESPONSIBILITIES

- a. It is the responsibility of all SCLHSA employees, contractors, clients, and visitors to comply with this policy while on SCLHSA property.
- b. The site /department Safety Officer is responsible for quarterly inspection of all interior and exterior spaces and shall include notation of compliance with non-tobacco use on property occupied by SCLHSA operations, including, but not limited to observation of tobacco waste products and if people are using those products during the inspection.
- c. Clients or visitors who do not comply with this policy will be asked to dispose of their tobacco products. If a client or visitor refuses, they will be requested to leave the premises.
- d. Employees who do not comply with this policy may be subject to disciplinary action up to and including termination. Supervisors are responsible for ensuring that employees under their direction are aware of the policy and comply with it.
- e. Contractors in violation of this policy will be reported to their supervisor at the contracting organization.
- f. Security personnel at each site shall be responsible for re-enforcing the policy and directing any individual who smokes to the designated off-site smoking area.

D. CESSATION

- a. SCLHSA is committed to providing support to all employees who wish to stop using tobacco products. Cessation information is available to employees, contractors, clients or visitors upon request by providing materials on cessation programs available, including, but not limited to, the Louisiana Tobacco Quitline.
- b. SCLHSA employees will be offered Nicotine/Smoking Cessation services and products.
- c. SCLHSA employees also have access to the Louisiana Tobacco Quitline (1-800-QUIT-NOW) as a resource that offers personalized telephone counseling sessions for people trying to quit using tobacco products. The Louisiana Tobacco Quitline is available 24 hours a day, seven days a week, to all Louisiana residents over age 13, but the number of coaching sessions offered may be limited and is based on certain qualifications, such as whether someone is pregnant or the type of health care coverage the person has. There is also a website, www.QuitWithUsLA.org, for additional cessation resources and tips offered by the Louisiana Tobacco Control Program.

Compliance Requirement:

There are no compliance requirements for this policy.

Attachments:

There are no attachments for this policy.

Linkages:

There are no linkages for this policy.