

Tobacco-Free Worksite Policy

APPLICATION: All employees (classified and part-time), regular service volunteers, student interns, contractors, clients, and visitors within the Crater Health District of the Virginia Department of Health (VDH).

Background

According to Healthy People 2010, "Tobacco use is the single most preventable cause of death and disease in the United States. Each year approximately 443,000 Americans die from tobacco –related illnesses. For every person who dies from tobacco use, 2 more people suffer with at least 1 serious tobacco-related illness. In addition, tobacco use costs the U.S. \$193 billion annual in direct medical expenses and lost productivity.

Crater Health District (CHD) has some of the highest rates of tobacco use in Virginia. In 2009, the VDH Tobacco Use Control Project: Tobacco Indicators by Health District and Region (*Current Smoking*) data shows that 30.9% of all adults in CHD smoke. Crater Health District has the highest adult smoking percentage in the Central Region (*of 7 health districts*) and the 2nd highest adult smoking percentage in Virginia (*of 35 health districts*).

Policy

Each of Crater Health District's local health departments are designated as tobacco-free facilities. Tobacco use is banned and fully enforced in all facilities occupied or operated by the Virginia Department of Health-Crater Health District, whether state-owned, commercially or local leased. This policy covers; each local health department's building, its respective exterior grounds, covered walkways, temporary enclosed structures, trailers, tents, structures placed on local health department property by contractors or vendors, and state owned, leased, or rented vehicles. This is to ensure a safe tobacco-free environment for all employees, volunteers, interns, contractors, clients, and visitors.

Purpose

This policy was developed to provide a safe, healthy tobacco free-worksite and guidelines for all Crater Health District employees, volunteers, interns, contractors, clients, and visitors.

As the district's leading public health authority, it is our responsibility to set an example for improving the health of those who live, work, and play across the district. This policy will allow us to empower and demonstrate to the Crater Health District community, worksites, and organizations how to implement a tobacco-free worksite policy.

Authority

- Code of Virginia and §15.2-2801 B.(v), (viii),and (x)
 - Smoking shall be prohibited in (v) **local or district health departments** ... (viii) public restrooms in any building owned or leased by the Commonwealth or any agency thereof; ... (x) public restrooms of health care facilities.
- Executive Order 41 (2006), Banning Smoking in State Offices and Vehicles
- Guidance for Executive Order 41, amended July 22, 2008.

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- Virginia Department of Health Tobacco Use Policy (November 20, 2008)

Related VDH Policies

Virginia Department of Health Tobacco Use Policy

Madison Building (VDH Central Office) Policy

These VDH policies provide additional supplemental guidance for Crater Health District procedures.

Administrative Procedures

- Tobacco use is prohibited within the building and all grounds of each local health department and its vehicles.
- During Crater Health District meetings, conferences, or sponsored programs and activities at non-VDH locations, staff and clients should follow the tobacco use policy of that location.
- Referrals may be provided to employees and clients who request assistance with quitting tobacco use.
- All lease agreements newly generated and those eligible for renewal should include reference to Crater Health District's Tobacco Free Worksite Policy and designate the *facility* (see definitions) as Tobacco Free.

Enforcement

- Crater Health District managers, supervisors, and charge nurses will be responsible for enforcing this policy with employees, interns, volunteers, contractors, clients and visitors.
- Employees, interns, volunteers, contractors, clients, and visitors who use tobacco shall dispose of their tobacco material waste and shall not litter Virginia Department of Health-Crater Health District (state owned, leased, or rented property) or its surrounding communities with tobacco material waste.
- Tobacco use may be permitted outdoors at a designated area provided
- Employee violations of this Tobacco Free Worksite Policy shall be addressed in accordance with the **Department of Human Resource Management Policy 1.60, Standards of Conduct**. This violation may be considered in the employee performance evaluation.
- All Crater Health District employees are expected to promote a tobacco free environment.

Other Information

Tobacco-Free Worksite Policy

The following items are covered under other state policies but are included in the Crater Tobacco Free Worksite policy for convenience.

- Employees who use their breaks to use tobacco products (smoke, etc) must do so off CHD designated worksites, and must schedule breaks in accordance with the DHRM Policy #1.25, "Hours of Work," under the section, "Lunch Periods and Breaks."

Glossary & Sources

Comprehensive Tobacco-Free Policy: a policy which does not allow the use of any type of tobacco products. This includes but is not limited to the following products; cigarettes, cigars, smokeless tobacco (dip, snuff, chew, etc), pipes, e-cigarettes and hookahs—on the grounds of an organization, in its vehicles and at any of its sponsored events and functions on its property, by all employees, volunteers, interns and visitors.

Facility: all properties occupied or operated by the Virginia Department of Health-Crater Health District, whether state-owned, commercially or locally leased. Facilities may include but are not limited to; the local health department building, parking garages, covered walkways, sidewalks, temporary enclosed structures, trailers, tents, structures placed on state-owned property by contractors or vendors, state owned, leased, or rented vehicles, and property grounds.

Healthy People 2010
Healthy People 2020

Policy Administration

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