

Tobacco-Free Workplace Policy for Clatsop County Oregon



What is it?

This policy prohibits the use of tobacco within 50 feet of the entrance to a county-owned or leased facility (unless in a designated tobacco-use area). It also prohibits the use of tobacco in any county-owned or leased vehicle.

This includes tobacco of any kind – cigarettes, smokeless tobacco and pipes.

Does the county have a designated smoking area?

No, the county does not have any designated smoking areas.

Why not?

The Board of Commissioners believes it's inappropriate to use public funds for a designated smoking shelter. We welcome your suggestions.

Where *can* I use tobacco?

Anywhere that is more than 50 feet from an entrance. That could be in your personal car, on a public sidewalk, in a parking lot.

Why does the county have this policy?

For the health and safety of our employees and customers.

This policy is intended to protect our employees and customers from

I. PURPOSE

Clatsop County, mindful of its public leadership role and as a provider of health care and promoter of well being of the community, is committed to providing a tobacco-free work environment to protect the health, welfare and comfort of County employees and visitors to buildings and grounds of County workplaces.

II. POLICY

A. Tobacco use is prohibited within all County facilities owned or leased by Clatsop County.

1. County facility means any enclosed space that is operated, owned, leased or rented by Clatsop County, as defined below. It includes buildings, portions of buildings, equipment, machinery and motor vehicles, owned, rented or leased by the County.

B. Tobacco use is prohibited on County property unless in a "designated tobacco use area".

C. Where a designated area is not provided, tobacco use is permitted beyond 50 feet of any building entrance.

D. Signage will be visible upon entering any county facility or property stating that smoking is prohibited within 50 feet of a building entrance.

E. Employees who choose to use tobacco must do so on their regularly scheduled breaks or meal periods.

F. Tobacco receptacles will be placed on an as needed basis and County employees shall be informed of their location.

III. PROCEDURES AND GUIDELINES

Employees are expected to exercise common courtesy and to respect the needs and sensitivities of coworkers and visitors with regard to our tobacco policy.

Tobacco users have an obligation to keep tobacco-use areas litter-free.

Every employee benefits from a tobacco-free

secondhand smoke, which can cause life-threatening diseases, including heart disease, lung cancer and poor respiratory health. Secondhand smoke is a known cancer-causing agent.

In addition, there is the safety issue of fires. We've had fires, albeit small ones, started by cigarette butts dropped in bark dust.

Smokeless tobacco — snuff and chew — contains cancer-causing elements and other harmful substances. Spitting is unsanitary.

Who's responsible for enforcing this policy?

The success of this policy depends upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users.

County employees may approach any violator to inform the person of this policy. In addition, any county employee who observes a violation should notify his/her supervisor or department head. In turn, the department head will notify the violator's supervisor or department head, if the violator is a county employee.

For county employees, violations of this policy will be handled in the same manner as other job performance issues. Violations by persons who are not county employees shall be reported to a department head or the Human Resources director.

What if I'm uncomfortable approaching a violator?

workplace environment. The success of this policy depends upon the thoughtfulness, consideration and cooperation of tobacco users and non-tobacco users. The enforcement of this policy is a responsibility of all Clatsop County employees.

IV. VIOLATIONS

A. Violations of this policy by employees will be handled in the same manner as other job performance issues.

B. Any County employee who observes an employee acting in violation of this policy shall notify his/her supervisor or department head, who in turn shall notify the violator's supervisor or department head of the violation.

Upon notification or personal observation of a violation of this policy by a County employee, the supervisor or department head of the employee will address the issue with that employee following county policies.

C. Violations of this policy by persons who are not County employees shall be reported to a department head or the Human Resources director.

1. The department head or the Human Resources Director is responsible for informing the violator of this policy.

D. County employees may approach and inform anyone who violates this policy.

E. Any other complaints regarding tobacco-use on County facilities should be directed to the appropriate Department Head or Supervisor.

V. CESSATION SUPPORT

The County shall provide tobacco cessation resource information to employees who request it.

Employees and visitors may contact the Health & Human Services Department for information regarding the effects of tobacco use; self help materials and resources for cessation. Where possible, these materials may be available in display areas.

Employees may contact Human Resources regarding the availability of tobacco-related cessation support programs.

VI. Definition of Facility Locations:

County employees may report the violation to their supervisor or department head. Supervisors and department heads can consult with the Human Resources director about how to approach a violator of this policy.

What if someone is smoking indoors?

Oregon's Smokefree Workplace Law (ORS 433.835-433.990) requires with few exceptions that "an employer shall provide a place of employment that is free of tobacco smoke for all employees." A "place of employment" is "every enclosed area under the control of a public or private employer that employees frequent during the course of employment."

Report violations to your supervisor, department head or Human Resources Director Dean Perez at 325-1000 or Ext. 1306.

Or you may confidentially report violations of this state law by calling (866) 621-6107.

- County Public Services Buildings at 800 and 820 Exchange streets, Astoria.
- County Courthouse, 749 Commercial St., Astoria.
- Public Works administration offices and Astoria shop, 1100 Olney Ave., Astoria.
- Community Corrections, 1190 SE 19th St., Warrenton.
- Animal Shelter, 1315 SE 19th St., Warrenton.
- Sheriff's Office, 355 Seventh St., Astoria.
- County Jail, 636 Duane St, Astoria.
- Marine Patrol boat slip
- Columbia River sheriff's substation and Public Works Svensen Shop, 92435 Svensen Market Road.
- Nehalem Valley sheriff's substation and Public Works Jewell Shop, 79532 Oregon Highway 202, Jewell.
- Judge Buy Boyington Building, 857 Commercial St., Astoria.