

**St. Lawrence County  
Smokefree Workplace Policy  
January 12, 2004**

**Policy**

**Amendments to the New York Clean Indoor Air Act (Public Health Law Article 13-E), which expand restrictions on smoking to reduce the health risks associated with exposure to secondhand smoke, were effective statewide on July 24, 2003. The revised law results in a ban of smoking in all St. Lawrence County owned and/or operated facilities.**

**Definition**

- 1) There will be no smoking of tobacco products within the facilities at any time.
- 2) Smoking is prohibited in all St. Lawrence County Vehicles.
- 3) “Safety Zones”: To further protect people from exposure to second hand smoke, smoking may be prohibited in additional areas not addressed by the New York Clean Indoor Air Act. For purposes of this policy, the term “Safety Zone” will refer to the additional restricted areas of St. Lawrence County owned and/or operated facilities.
- 4) Due to safety concerns in connection with the congregation of people at building entrances and exits, smoking will not be permitted within the immediate vicinity of such entrances and exits. Specific site conditions at building entrances and exits will determine appropriate “Safety Zones.”
- 5) Due to safety concerns in connection with second hand smoke entering the buildings, it may be necessary to restrict smoking in areas where air conditioners, fresh air intakes, etc. bring outside air into the buildings. Where appropriate, “Safety Zones” will be set up in these areas.
- 6) “Safety Zones” will be developed in conjunction with the various employees unions, and approved by the Board of Legislators. Rights of both smokers and non-smokers will be considered when developing the “Safety Zones.”
- 7) Smoking in privately owned vehicles shall be allowed within this policy.
- 8) All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed in appropriate containers. The County will provide a reasonable number of appropriate containers, but it is the responsibility of the person smoking to dispose of the materials appropriately. Typically, these containers will be placed adjacent to the “Safety Zones” by public entrances and other areas deemed appropriate by the County.

## **Procedure**

- 1) Current Employees will be provided with a copy of this policy. New Employees will be provided a copy at orientation.
- 2) The St. Lawrence County Public Health Department will assist employees who wish to quit smoking by facilitating access to smoking cessation programs and materials.
  - a) The St. Lawrence County Public Health Department would provide necessary Staff and Classroom Supplies.
  - b) The current program structure requires a minimum of (4) four one-hour sessions. The County will allow (2) hours of release time towards this requirement.
  - c) Individuals would be referred to their health care provider for use of the nicotine patch.
- 3) Any violations of this policy by employees will be handled through the standard disciplinary procedure. It is the responsibility of Department Heads to ensure compliance from their staff.
- 4) Visitors will be informed of this policy through signs posted near building entrances. It is incumbent on all St. Lawrence County Employees to communicate this policy to visitors to our buildings. Visitors who disregard the policy after being informed that they are in violation may be asked to leave the premises if the situation warrants the action.

