

Polk County Wisconsin

CLEAN INDOOR AIR/ TOBACCO USE POLICY

Policy 505

Effective Date: March 16, 1993

Revision Date: February 24, 1998; April 19, 2005

The Polk County Government is committed to providing a safe, healthy, comfortable, and productive environment for the community and its employees.

Reports from the Surgeon General and Environmental Protection Agency demonstrate that smoking contributes to health problems of county employees and members of the public exposed to smoke; both directly through deliberate use of smoking materials and indirectly, to nonsmokers through exposure to secondhand smoke. This policy is enacted under the authority of sections 59.07 (Intro.), 59.07 (64), and 101.123 of the Wisconsin Statutes.

The Environmental Protection Agency has classified secondhand smoke as a "Group A" carcinogen, a substance known to cause cancer in humans. *The EPA does not recognize a safe level of exposure to "Group A" carcinogens.*

In light of these findings and actions,

- 1) Polk County Government buildings and grounds shall be smoke free with exception given to designated outdoor areas effective May 1, 2005. In addition, the use of smokeless tobacco in any form shall not be permitted in any facility.
- 2) This policy shall apply to all Polk County Government facilities and vehicles, owned or leased, regardless of location.
- 3) This policy pertains to all Polk County employees, elected officials, visitors, and general public conducting business on Polk County Government property.
- 4) The Polk County Government shall make available to employees, visitors and public, information about smoking cessation programs.

1. Definition

- a. "Smoking" as the term is used in this policy means the use, possession or holding of a lighted cigar, cigarette, pipe or any other lighted smoking item or equipment.
- b. Tobacco means all tobacco products including cigarettes, cigars, pipe tobacco, smokeless or "chew" tobacco.

2. Purpose, Authority and Intent

- a. This policy is to protect the health and safety of the public through the regulation of smoking, according to the authority granted Polk County by Section 101.123(2)(c) Stats. (Wisconsin Clean Indoor Law).

- b. This policy will:
 - 1. Provide healthy environments for Polk County employees and visitors
 - 2. Assist employees and visitors in improving their health
 - 3. Keep Polk County in the forefront of health care excellence, and enhance the image of the Polk County Government as a health care leader in the community.

3. Regulation of Smoking

- a. Smoking shall be prohibited in all enclosed facilities within the place of employment without exception. This includes all county owned or leased vehicles. No person may smoke at any time in the following buildings, or within 50 feet of any entrance, ventilation unit, or window of the following buildings unless designated otherwise by this policy.
 - 1. The Polk County Adult Development Center
 - 2. The Polk County Government Center
 - 3. The Polk County Highway Department
 - 4. The Polk County Justice Center
 - 5. The Polk County Lime Quarry
 - 6. The Polk County Library
 - 7. The Polk County Museum
 - 8. The Polk County Recycling Center
 - 9. The Polk County Special Education Center
 - 10. **Golden Age Manor will adhere to existing organization specific policies on smoking.
- b. Department heads, supervisors, mid-level management and county officials in all other county-owned, rented, or leased buildings shall enforce a "No Smoking" policy consistent with Sec. 101.123, Stats (Wisconsin Clean Indoor Air Law). All employees are authorized to communicate this policy with courtesy and diplomacy to other employees and visitors

4. Posting of Signs

- a. "No Smoking" signs or the international "No Smoking" symbol (a pictorial representation of a burning cigarette enclosed in a dissected circle "⊗") shall be clearly and conspicuously posted at every building entrance and/or areas where smoking is prohibited by this policy.

5. Enforcement

- a. Compliance with this policy is expected and violators this policy shall be subject to disciplinary procedures. Department supervisors and managers are expected to educate employees about this policy and ensure that the policy is implemented and enforced.

6. Public Education

- a. Polk County shall engage in a continuing education programs to explain and clarify the purpose and requirement of this policy. Such programs may include a publication of brochures explaining the provisions of this policy.
- b. Polk County shall be committed to aiding smokers in overcoming their dependence to tobacco, thereby reducing the tremendous burden that tobacco use exacts on the health and finances of Polk County families. Polk County shall provide free information on treating tobacco use and dependence, in addition to best practice cessation services available.

7. Designated Smoking Areas

Smoking is prohibited within 50 feet of any Polk County Government owned entrance, ventilation unit, or window unless designated otherwise by this policy.

a. Government Center

1. Smoking shall be permitted on the northwest corner of the property: an area of the grass in adjacent to the parking area.
2. Smoking shall be permitted within a five (5) foot area surrounding the large blue recycling receiver on the north side of the building between the old jail and the human services building.
3. Smoking shall be permitted on the southeast side of the building by a designated picnic table.

b. Special Education/Library

1. Smoking shall be permitted on the east side of the building within five (5) feet of a designated picnic table.

c. Justice Center

1. Smoking shall be prohibited on sidewalks and areas surrounding the circular public loading zone at the northeast side of the facility.
2. Smoking shall be permitted in designated employee smoking areas out of plain view of the general public.
3. Smoking shall be permitted in designated public smoking areas.

d. Adult Development Center

1. Smoking shall be permitted within a five (5) foot area surrounding a designated picnic table adjacent to the handicap parking west of the main entrance.

e. Highway Department

1. Smoking shall be permitted on the southeast side of the facility, no less than twenty (20) feet from the employee entrance door and not in plain view of the general public.