

**SOUTH CAROLINA
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

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HR001.00 SMOKE FREE WORKPLACE/ENVIRONMENT

POLICY

EFFECTIVE: August 16, 2006

APPLIES TO: All SCDHHS Workforce Members

Policy

Smoking and the use of all tobacco products is strictly prohibited in all Department of Health and Human Services (the Department) facilities and state owned vehicles by all employees and visitors of the Department. Smoking will only be permitted in specifically designated areas. Signs will be posted at each area to remind and assist employees and visitors in complying with this policy.

Purpose

In South Carolina, smoking and the use of tobacco products are prohibited in many public buildings, except in designated areas. Under the South Carolina Clean Indoor Air Act, smoking is prohibited in facilities such as healthcare facilities, government buildings (with exceptions), elevators, and public transportation vehicles. In light of broadening legal, safety, and health concerns, it is becoming increasingly desirable to prohibit smoking and the use of all tobacco products throughout all Department facilities, except in specifically designated areas. Prohibiting smoking in the workplace may reduce the risk of fire and employee health hazards. This policy ensures compliance with the Act and protects the health and safety of employees and all visitors of the Department.

HUMAN RESOURCES POLICIES AND PROCEDURES SMOKE FREE WORKPLACE/ENVIRONMENT

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1.01 Smoke Free Environment

- A. Smoking and the use of all tobacco products is strictly prohibited inside all facilities of the Department to include but not limited to areas such as: offices, restrooms, customer/client areas, stairwells, hallways, reception areas, the parking garage, and break rooms. In addition, smoking will not be allowed within a minimum of twenty-five feet (25) from the Department facility: entrances, balconies, decks, patios, stairways, passageways, courtyards, parking garages, and inside or around state leased or owned vehicles.
- B. This policy applies to all central, regional, and/or local office facilities of the Department.
- C. All Department vehicles are smoke-free environments. Smoking is prohibited in all vehicles owned or leased by the Department. All vehicles will be marked with a designated smoke-free vehicle window decal as a reminder to employees.

1.02 Designated Smoking Areas

- A. The Department does not have a legal obligation to allow smoking in the workplace; however, smoking areas may be designated in each Department facility with the approval of the Executive Director or his designee.
- B. Smoking or the use of tobacco products outside these designated smoking areas will not be permitted. Smoking areas will be clearly designated with signs.
- C. Receptacles for disposing of smoking materials should be available at each site.
- D. Excessive smoking breaks will not be permitted. Smoking is generally limited to employee breaks and lunch time. Although "breaks" are not mandatory one (1) morning and one (1) afternoon "break" is permitted for no more than fifteen (15) minutes each and not more than two (2) per day.
- E. All materials used for smoking, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management.

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1.03 Compliance

- A. All employees of the Department are expected to comply with this policy. This policy relies on the consideration and cooperation of tobacco users and non-users.
- B. Any employee who has a sensitivity to smoke or is otherwise affected by smoking near the workplace should contact his or her supervisor immediately.
- C. This policy also applies to all visitors, vendors, volunteers, clients, contract workers, and customers of the Department.
- D. Enforcement for the policy is the responsibility of each employee of the Department. Supervisors, management, and staff are expected to strictly enforce the policy for their Bureau, Division, and/or Department.
- E. Abuse and repeated violation of the smoking policy may result in the loss of all designated smoking areas.
- F. Violations of this policy may be sanctioned under the Department's Progressive Discipline Policy and Procedure. Sanctions for violations of Department policy range from oral reprimand up to immediate termination.
- G. Non-compliance with this policy could result in personal penalties to violators in accordance with the South Carolina Clean Indoor Act.