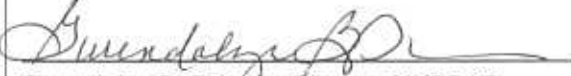


Georgia Department of Human Resources Division of Mental Health, Developmental Disabilities and Addictive Diseases	DMHDDAD POLICY NO: 15.103 DHR ODIS No. Not yet assigned Page 1 of 2
Applicability: <ul style="list-style-type: none"> • Hospitals • Regional Offices • State Office • State Operated Community Services 	REFERENCE: <ul style="list-style-type: none"> • Official Code of Georgia Annotated 16-12-2 & 31-12A-2 • Section 19.7.4, 101-166, Safety To Life From Fire In Buildings And Structures, 2000 NFPA 101 Code, National Fire Protection Association
SUBJECT: Smoke-free Environment in DHR DMHDDAD Facilities	Original effective date: May 1, 2006 Revised effective date: June 29, 2007 Scheduled Review Date: June 2009
Attachments: None	APPROVED:  Gwendolyn B. Skinner, Director MHDDAD

SMOKE-FREE ENVIRONMENT IN DHR DMHDDAD FACILITIES

The Division of MHDDAD provides a smoke-free environment in all DMHDDAD facilities. Smoking is prohibited in all buildings either occupied or controlled by DMHDDAD, and in vehicles owned by or assigned to the Division, except in the designated area(s). Smoking is also prohibited in employees' personal vehicles during work times when consumers, other employees or customers are being transported.

This smoking policy is applicable to all employees, consumers, customers, vendors, and visitors to DMHDDAD facilities.

DEFINITIONS

Smoking means inhaling, exhaling, burning, or carrying any lighted tobacco product including cigarettes, cigars, and pipe tobacco.

Employee means an individual who is employed by a business in consideration for direct or indirect monetary wages or profit.

DMHDDAD work unit means an office, hospital, clinic, or other group of DMHDDAD employees.

Facility means a building occupied by and operated by a DMHDDAD work unit.

PROCEDURES

Smoking regulations shall be adopted and shall include not less than the following provisions:

DIVISION OF MHDDAD	SUBJECT: Smoke-free Environment in DHR Division of MHDDAD Facilities	DMHDDAD POLICY NO: 15.103
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Smoking shall be prohibited in any room, ward, or compartment where flammable liquids, combustible gases, or oxygen is used or stored and in any other hazardous location, and such areas shall be posted with signs that read NO SMOKING or shall be posted with the international symbol for no smoking.

Exception: In health care occupancies where smoking is prohibited and signs are prominently placed at all major entrances, secondary signs with language that prohibits smoking shall not be required.

Smoking is also prohibited if in the direct path of primary entrances.

Employees may smoke only during their meal periods and during a maximum of two 15-minute break periods approved by the supervisor. Additional smoking time is not allowed. Employees who smoke are not granted break time unless such time is also made available to their peers. Employees do not smoke in the presence of, in the sight of, or with consumers, even if they are accompanying them in an off-campus activity.

Cigarettes/tobacco may not be used as rewards to consumers. Employees may not provide free cigarettes/tobacco to consumers. Employees may not purchase tobacco products for consumers regardless of the source of funds. Smoking by patients classified as not responsible shall be prohibited.

Exception: The requirement regarding smoking by patients classified as not responsible shall not apply where the patient is under direct supervision.

Managers and staff who supervise consumers are responsible for monitoring and enforcing compliance with the smoking policy and procedures.

Smokers are responsible for properly disposing of their own cigarette butts after each smoke break. Ashtrays of noncombustible material and safe design shall be provided in all areas where smoking is permitted. Metal containers with self-closing cover devices into which ashtrays can be emptied shall be readily available to all areas where smoking is permitted.

Employees are required to comply with the provisions of this policy. Supervisors are responsible for ensuring that employees do not smoke in prohibited areas or use work time for smoking purposes. Appropriate disciplinary action, up to and including separation, will be taken against employees who violate the smoking policy.

Employees are advised of the division's smoking policy during employee orientation. Hospitals offer smoking/tobacco-related education and referral to a variety of programs and/or aids to assist employees who choose to quit smoking.