

Policy 8.19

POLICY TITLE: SMOKE-FREE WORKPLACE	POLICY # 8.19	
Topic Area: HUMAN RESOURCES	Page 1 of 3	REVIEW DATES
Applies to: LRE Staff	ISSUED BY: Chief Executive Officer	4/2/2018
Developed and Maintained by: LRE COO, LRE HR Coordinator	APPROVED BY: Board of Directors	
Supersedes: N/A	Effective Date: 4/20/2017	Revised Date:

I. POLICY

It shall be the policy of Lakeshore Regional Entity (LRE) to provide a smoke-free environment for all employees and visitors because we recognize the hazards caused by exposure to environmental tobacco smoke. This policy covers the smoking of any tobacco products, including electronic cigarettes, and the use of oral tobacco products and applies to both employees and non-employee visitors of Lakeshore Regional Entity.

II. PURPOSE

To establish policy and procedures to communicate and document the LRE's position to protect the public health and welfare by prohibiting tobacco product use on all LRE properties and vehicles, owned or leased, except in officially posted designated areas, as herein described. To strike a reasonable balance between the needs of persons who smoke and the need of nonsmokers to breathe smoke-free air; to recognize that where these needs conflict, that the need to breathe smoke-free air shall have priority.

III. APPLICABILITY AND RESPONSIBILITY

Employees, volunteers, interns, and visitors.

IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

V. REQUIRED BY

Muskegon County Clean Indoor Air Regulation
 Michigan Public Health Code

VI. DEFINITIONS

- A. **Tobacco Product Use** means the use of any tobacco product as defined below whether the tobacco is chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested. Tobacco use includes inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product as well as carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.
- B. **Tobacco Product** means any product containing, made or derived from tobacco that is intended for human consumption. Tobacco products, include, but are not limited

to, cigars; little cigars; cheroots; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, cigarettes, and other kinds and forms of tobacco. Tobacco Product also includes electronic cigarettes. (see *Sottera, Inc. v. Food & Drug Admin.*, 627 F.3d 891 (C.A.D.C., 2010)). Tobacco products excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

- C. **Designated Smoking Area** means an outdoor area where smoking is permitted which shall be a minimum of 30 feet from any entrances, windows and ventilation systems to any enclosed areas where smoking is prohibited to ensure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to ensure that tobacco smoke does not enter the building or facility.
- D. **Electronic Cigarettes**, commonly known as e-cigarettes, are battery operated devices that generally contain cartridges filled with nicotine, flavor and other chemicals. The chemical cigarette turns nicotine and other chemicals into a vapor that is inhaled by the user.

VII. PROCEDURES

- A. No use of tobacco products will be allowed within the facilities of the LRE at any time. The decision to provide or not provide designated smoking areas outside the building or within areas that are not owned or leased by LRE will be at the discretion of the current owner or lessee of the property.
- B. There will be no tobacco use in personal vehicles when transporting persons on authorized business.
- C. There will be no use of tobacco products within spaces rented or otherwise used for LRE-sponsored events away from the LRE office, to the extent of LRE's control.
- D. Employees will be informed of this policy through signs posted within the office facilities and during the orientation and training provided by their supervisors and Human Resources.
- E. Visitors will be informed of this policy through signs, and it will be explained by their host.
- F. The Lakeshore Regional Entity will assist any employees who want help to quit smoking by providing them with materials and information to access recommended smoking cessation programs.

- G. Any violations of this policy will be handled by LRE leadership and staff through the standard disciplinary procedure.

VIII. ENFORCEMENT

The LRE leadership and supervisors are responsible for enforcing this policy. All suspected breaches or violations are to be reported to Human Resources.

IX. SUPPORTING DOCUMENTS

N/A