

**TAB I  
SMOKING PLAN**

- 1. PURPOSE:** To establish operational guidelines for the Joint Force Headquarters and the Building Manager to use in developing a NO SMOKING Plan for tenants of the JFHQ.
- 2. RESPONSIBILITY:** It is the responsibility of the State Safety Manager and the Director of Installations to ensure compliance with this guideline.
- 3. GENERAL INFORMATION:** The State Safety Manager and Building Manager will partner in the required development of a NO SMOKING Plan for this facility. This will ensure a smoke free environment for the facility, establishment of a proper designated smoking area properly sized with a certified cigarette disposal container.
- 4. REFERENCES:** 29 CFR, 1910 – Occupational Safety and Health Standards
- 5. INSTALLATION DIVISION:**
  - a. Ensure No Smoking signs are posted in the facility and are inspected quarterly.
  - b. Ensure the facility is established as a smoke free environment.
  - c. Ensure that smoking is allowed only in designated smoking areas.
  - d. Ensure that designated Smoking Areas are marked “Designated Smoking Area Only”.
  - e. Ensure proper type, size, and location for all smoking containers.
- 6. ANNUAL REVIEW:** It is the responsibility of the State Safety Manager and Installation Branch to review the No Smoking Plan annually.