

**Policy and Procedure**

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Name: Tobacco-Free Facilities and Grounds

Approved by: Board of Commissioners

Effective Date: January 1, 2013

Last reviewed: May 1, 2012

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**SECTION 1 - INTRODUCTION**

**101.1.1 PURPOSE**

To promote the long-term health and safety of Benton County employees and the public by promoting a tobacco-free environment through positive and educational messaging.

**101.1.2 SCOPE**

This policy applies to all Benton County employees, volunteers, interns, clients, visitors, and vendors on property owned or occupied by Benton County government except as explicitly stated.

**101.1.3 DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Tobacco-free	Tobacco is neither smoked, ingested, nor used in any manner on Benton County owned or occupied property.
Tobacco	Cigarettes, cigars, pipes, and any other smoking product; dip, chew, snuff, snus, and any other smokeless tobacco product; and nicotine delivery devices, such as electronic cigarettes, excluding FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation.
Public road rights of way	All lands owned by Benton County or dedicated to the public for road and utility purposes.

**101.1.5 RESPONSIBILITY**

<b>Policy Owner</b>	Benton County Health Department
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**SECTION 2 - POLICY**

<b>101.2.1 Tobacco-Free Facilities and Grounds</b>	
	101.2.1.1 Effective June 1, 2013, the use of tobacco is not permitted at any time:
	(a) within any interior space of facilities owned or occupied by Benton County;
	(b) on all outside property or grounds owned or occupied by Benton County, including parks, natural areas, parking areas; and
	(c) in vehicles owned by Benton County.
<b>101.2.2 Exceptions</b>	
	101.2.2.1 Notwithstanding any other provision of this policy to the contrary, the following areas are not subject to any tobacco restrictions contained within this policy:
	(a) Public road rights of way.

	(b) Easements through private property for road, utility, or trail purposes.
	(c) Common areas within facilities and on all outside property or grounds leased by Benton County and shared by other occupants. Exception 2.2.1 (c) does not apply to Benton County employees.

**SECTION 3 - PROCEDURE**

<b>101.3.1</b>	<b>Communication of Policy</b>
	101.3.1.1 Signs will be used to designate a Benton County owned or occupied facility as a "Tobacco-Free Property."
	101.3.1.2 Signs bearing this message will be clearly posted at the perimeter of the property, at each vehicular and pedestrian entrance, and at other prominent locations.
	101.3.1.3 Each building owned or occupied will display a decal that states "Tobacco-Free Building" at each entrance or exit.
	101.3.1.4 Any additional language on these signs shall promote the success of the policy through education and a positive tone.
	101.3.1.5 Signs posted at parks and natural areas will provide an educational message regarding both the health and environmental benefits of supporting the policy.
	101.3.1.6 Tobacco-free policy applies at all facilities and grounds owned or occupied by Benton County regardless of whether or not signs are posted.
<b>101.3.2</b>	<b>Tobacco Use Cessation Support</b>
	101.3.2.1 Benton County is committed to providing tobacco use cessation support as a part of the <a href="#">benefits package</a> provided to all employees and dependents enrolled in Benton County's health plan..
	101.3.2.2 Tobacco use cessation resource information will be provided to any employee who expresses an interest in seeking help to stop using tobacco products.
	101.3.2.3 Benton County volunteers, interns, clients, visitors, and vendors may be referred to the <a href="#">Oregon Tobacco Quit Line</a> (1-800-QUIT-NOW [English] or 1-877-2NO-FUME [Spanish]), which is a free tobacco cessation resource.
<b>101.3.3</b>	<b>Success of Policy</b>
	101.3.3.1 Employees are provided with materials to help communicate this policy to co-workers, volunteers, interns, clients, visitors, and vendors with courtesy, respect and diplomacy.
	101.3.3.2 If issues arise with successfully implementing this policy, an employee should notify a supervisor or other manager/administrator.

	101.3.3.3 Management and supervisory staff are responsible for the ongoing success of this policy within their respective work areas.
	101.3.3.4 Management and supervisory staff should notify the Tobacco Prevention & Education Program Coordinator at Benton County Health Department to request assistance with communicating or applying this policy.
	101.3.3.5 Benton County's Tobacco Prevention & Education Program Coordinator at Benton County Health Department is responsible for providing signage, educational materials, employee training, and technical assistance; addressing policy related questions, feedback and concerns; and ongoing monitoring of this policy.

**SUPPORTING DOCUMENTATION**

**Forms and Records Management**

Form	Retention Time	Retention Location
Transmittal		

**Educational Material**

Name	Location	Document Type
Frequently Asked Questions		
Policy Handout		
Palm Card		
Counter Card		
Employee Tip Card		
How to Make the Policy a Success		
New Employee Orientation Tool-kit		

*For further information or questions on records retention matters see Chapter 166 of the Oregon Administrative Rules or consult County Counsel.*

**SECTION 4 - GOVERNANCE**

**VERSION CONTROL AND CHANGE HISTORY**

Version Number	Approval Date	Approved by	Amendment
1.0			N/A

**LEGISLATIVE CONTEXT**

Name	Location
Oregon Indoor Clean Air Act	<a href="#">ORS 433.835 to 433.990</a>
Implementation of Requirements for Smokefree Environments in Workplaces and Public Places	<a href="#">OAR 333-015-0025 to 333-015-0090</a>
Benton County Smoking in Workplaces and Enclosed Public Places	<a href="#">Ordinance No. 97-0130</a>
Corvallis Tobacco Products and Smoking	<a href="#">Ordinance No. 98-04</a>
Philomath Smoking in Public Places	<a href="#">Ordinance No. 684</a>

**POLICY & PROCEDURE DIRECTORY REQUIREMENTS**

CATEGORY
Administrative

KEYWORDS
tobacco, tobacco-free, smoke-free, smoke free, smokefree, cigarettes, cessation, prohibition, signage, Indoor Clean Air Act, workplace, smoking, property, vehicle, vehicles, Health Department, Public Health, cigars, electronic cigarettes, e-cigarettes, snuff, snus, cessation, Human Resources, County Counsel, employee assistance provider