

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-15-14 LGL 2005-0013
TITLE: SMOKING IN CITY BUILDINGS AND VEHICLES EFFECTIVE DATE: OCTOBER 1, 1994 REVISION EFFECTIVE DATE: July 3, 2015	

## 1.0 GENERAL

1.1 The Washington State Department of Labor and Industries has issued regulations that apply to Washington employers of one or more employees or employers who contract with one or more persons for personal labor. This policy implements those regulations and applicable provisions of the Washington Clean Indoor Air Act and Initiative 901 which amends the Clean Indoor Air Act.

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## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 This policy shall apply to all City departments and divisions.
- 2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

## 3.0 REFERENCES

RCW 70.160

#### 4.0 DEFINITIONS

None

#### 5.0 POLICY

5.1 It is the policy of the City that the public has the right to transact City business in a smoke-free environment and that employees have the right to work in a smoke-free environment. Persons entering or exiting City buildings shall not be subject to environmental tobacco smoke.

5.2 Smoking is banned in all City buildings.

5.3 The City must take steps to minimize the infiltration of smoke from sources outside the building, such as by ensuring that any outside smoking areas utilized by their employees are not in close proximity (i.e., within twenty-five (25) feet) to air intakes and other openings that may allow airflow directly into an office.

5.4 There shall be no smoking in City vehicles.

#### 6.0 PROCEDURE

6.1 Departments shall conspicuously post "No Smoking" signs at the entrances of all buildings.

#### 7.0 RESPONSIBILITIES

7.1 Managers and supervisors are responsible for enforcing the provisions of the Washington Clean Indoor Air Act and this policy in their work areas.

7.2 The Human Resources Department, in cooperation with the General Administration Department, is responsible for administering this policy.


#### 8.0 APPENDICES

None

APPROVED BY:

  
\_\_\_\_\_  
HR Director

6.10.15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney

6/10/15  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Administrator

6/18/15  
\_\_\_\_\_  
Date