

Administrative Policy No. 18.65

Title: Smoking in Department of Social and Health Services Places Open to the Public and Places of Employment

Authorizing Source: [Chapter 70.160 RCW](#) Smoking in Public Places

Information Contact: DSHS Human Resources Division

Effective Date: July 1, 2005

Revised: June 12, 2023

Approved By: Original signed by Wendy Long
Senior Director, Human Resources Division

Purpose:

The Department of Social and Health Services (DSHS) is responsible for providing a healthy environment for employees and clients in all DSHS facilities, as well as supporting and implementing [chapter 70.160 RCW](#), prohibiting smoking in certain places open to the public and places of employment.

Scope:

This policy applies to all DSHS employees, volunteers, and contractors, and to all people in DSHS places open to the public or places of employment.

Definitions:

Smoking: means the smoking of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment as defined in chapter [70.160](#) RCW.

DSHS places open to the public: for purposes of this policy means that portion of any building or vehicle used by and open to the public, regardless of whether the building or vehicle is owned by DSHS. DSHS places open to public includes a private residence if it is used to provide adult care, or other similar social service care on the premise.

DSHS place of employment: for purposes of this policy, means any area under the control DSHS which employees are required to pass through during the course of employment,

such as entrances and exits to the places of employment, and including 25 feet from entrances, exits, windows that open; ventilation intakes that serve an enclosed area where smoking is prohibited; work areas; restrooms; conference and classrooms; break rooms and cafeterias; and other common areas. A private residence or home-based business is a place of employment if used to provide adult care or other similar social services care on the premises.

Policy:

1. People, including employees, volunteers, and contractors, are not permitted to smoke:
 - a. In DSHS places open to the public;
 - b. In DSHS places used for employment;
 - c. In any DSHS owned or leased facility;
 - d. In state-owned vehicles;
 - e. In private vehicles used in the course of employment; or
 - f. Within twenty-five feet of entrances, exits, windows that open, or ventilation intakes serving an enclosed area where smoking is prohibited.
2. In designated smoking areas, smoke will not infiltrate or reach the entrances, exits, open windows, or ventilation intakes serving the facility.
3. Building managers or management committees must post signs prohibiting smoking in conspicuous areas of the building, including, but not limited to, building entrances and restrooms, to meet the requirements of [chapter 70.160 RCW](#), [RCW 70.160.050](#) .
4. Any person who intentionally violates this policy by smoking in a public place or place of employment, or any person who removes, defaces, or destroys a sign required by this policy, is subject to a civil fine of up to \$100 pursuant to [RCW 70.160.070](#). Any employee who violates this policy may also be subject to disciplinary action up to and including termination.