



Administrative Policy No. 18.65

Title: Smoking In Department of Social and Health Services Facilities

Applies To: All Department of Social and Health Services Employees

Authorizing Source: RCW [Chapter 70.160](#)

Information Contact: DSHS Human Resources

Effective Date: July 1, 2005

Revised: July 1, 2012

Approved By: original signed by Glen G. Christopherson
Senior Director, DSHS Human Resources

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 [RCW 70.160](#) prohibiting smoking in certain places open to and used by the public.

Scope:

This policy applies to all DSHS employees, volunteers, and contractors.

Definitions:

Electronic Smoking Device: An electronic or battery-operated device, the use of which resembles smoking, which can be used to deliver nicotine or other substances to the person inhaling from the device.

Cigarette: Any roll for smoking made wholly or in part of tobacco or other substances where such roll has a wrapper or cover made of paper or any material.

Smoking: The act of inhalation of tobacco or other substances, carrying or smoking any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment, including electronic smoking devices.

Policy:

1. Employees, volunteers, and contractors shall not smoke in any place of employment.
2. Employees, volunteers, and contractors shall not smoke within twenty-five feet of entrances, exits, windows that open, and ventilation intakes serving an enclosed area where smoking is prohibited.
3. If a smoking area is designated, it must be in an area that smoke will not infiltrate or reach the entrances, exits, open windows, or ventilation intakes serving the facility.
4. Department 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.
5. Failure to comply with the expectations contained in this policy may result in disciplinary action up to and including termination.

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