

Approved by Executive Committee on November 3, 2015

PURPOSE

Wood County is committed to providing healthy, clean and productive workplaces for our employees and those who visit these places. In support of our commitment to a culture of health, we have adopted this policy prohibiting the use of tobacco products in Wood County buildings and structures, on County Property/Grounds and in all county vehicles and equipment, except in designated areas.

DEFINITIONS

County Building is any building or structure owned or leased by Wood County.

County Property/Grounds is any real property or grounds owned or leased by Wood County. This excludes all Wood County Park and Forestry Properties.

County Vehicle/Equipment is any vehicle or equipment owned, rented or leased by Wood County.

Tobacco products includes cigarettes, e-cigarettes, cigars, pipes, chewing tobacco, snuff, cheroots, stogies, periques, smoking tobacco, cavendish, plug and twist tobacco, shorts, refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking.

PROHIBITED ACTIVITY

It is prohibited for anyone to use Tobacco products in or on County Buildings, County Property/Grounds, in or while operating County Vehicles or Equipment, except in designated areas. Every attempt will be made to assure designated areas are 25 feet from any door, other entrance, or window. Employees are prohibited from smoking during working hours, except during a break or lunch period.

ENFORCEMENT

Consistent with other personnel policies, Department Heads with primary responsibility for operations performed on that site are delegated responsibility to ensure compliance with this policy.