



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Smoke-free and Tobacco-free Agency

Section – Policy Number:

C: Property Management - 8.0

Supersedes:

I-C-8.0 (10/04)
I-C-8.0 (04/01)

Effective Date:

12/30/2014

Date of Last Revision:

12/01/2016

Related Standards and References:

- [Executive Order 12-13 Tobacco-free Properties](#)
- [ORS 243.345](#) through [243.350](#) (Smoking in State Offices)
- [ORS 433.835](#) through [433.875](#) (Oregon Indoor Clean Air Act)
- [OAR Chapter 333, Division 15](#) (Implementation of Requirements for Smoke-free Environments in Workplaces and Public Places)
- [American Indian Religious Freedom Act, 42 USC 1996](#)
- Applicable Collective Bargaining Agreements: [AFSCME Local 191](#); [SEIU](#)

Related Procedures:

- None

Policy Owner:

Human Resources Manager

Approved:


 Fariborz Pakseresht, Director

I. PURPOSE:

This policy establishes OYA's standards as a smoke-free and tobacco-free agency.

II. POLICY DEFINITIONS:

None.

III. POLICY:

OYA recognizes use of tobacco creates health hazards. Staff, prospective staff, visitors, volunteers, contractors, and OYA youth should be aware OYA cannot assure an environment free of pollutants. OYA must provide safe environments and comply with tobacco-related laws.

As state employees, all OYA staff are prohibited from using tobacco products (including, but not limited to, cigarettes, cigars, pipes, chew, snuff, e-cigarettes, and smokeless tobacco) inside state agency buildings and on state agency grounds that are adjacent to state agency buildings. This includes OYA-owned or -leased buildings, facilities, and adjacent grounds.

This policy does not apply to the smoking of noncommercial tobacco products for ceremonial purposes in spaces designated, on a permanent or temporary use basis, for traditional ceremonies in accordance with the American Indian Religious Freedom Act, 42 USC 1996.

IV. GENERAL STANDARDS:

- A. OYA is a smoke-free and tobacco-free agency.
 - 1. All OYA owned or leased buildings and facilities are smoke- and tobacco-free.
 - a) In buildings where OYA shares space with other businesses or agencies, the designated building manager may establish and implement a smoking policy governing the areas of the building which are used “in common” while complying with related Oregon smoking laws.
 - b) In shared space buildings, those areas exclusively used by OYA are smoke- and tobacco-free.
 - 2. Nicotine gum and nicotine patches are allowed.
- B. When OYA operates youth programs in a shared space with other businesses or agencies, areas exclusively used by OYA must be tobacco-free.
- C. Staff, volunteers, contractors, and visitors are prohibited from providing tobacco in any form to youth.

In all instances, staff are prohibited from using tobacco products while working directly with youth.
- D. Posted notice
 - 1. Facility and office administration must ensure OYA buildings and grounds under their purview are designated and identified as smoke- and tobacco-free areas by having signs conspicuously posted on all public entrances and within the areas.
 - 2. Signs will use international symbols or the words “No Smoking,” “Smoking Prohibited,” “Tobacco-free area,” or similar language.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO