

**ADMINISTRATIVE POLICY 98-01**  
**RESTRICTION ON SMOKING IN CITY FACILITIES AND VEHICLES**

I. PURPOSE

Smoking tobacco in the workplace is a significant hazard to the health and safety of all employees, both smokers and nonsmokers. It poses a significant cost to the City owing to increased health care utilization, productivity losses and damage to equipment, vehicles and furniture. The Alaska State Legislature has declared smoking in any form to be a nuisance and a public health hazard. AS 18.35.300 et seq. This policy is intended to be in conformity with AS 18.35.300.

II. POLICY

Smoking is prohibited in all CBJ facilities and vehicles pursuant to and consistent with Alaska Statute 18.35.

A. Smoking is prohibited in the following places:

1. Anywhere highly flammable materials are stored or used;
2. All individual offices;
3. All indoor common areas; and,
4. In all city owned vehicles and equipment.

B. Smoking is prohibited in all City facilities with exceptions:

Smoking may occur only in designated smoking areas. In order to designate an area as smoking, the individual in charge of the facility must designate an area which protects the health of nonsmokers by separation, partition or ventilation to ensure that nonsmokers are not subject to second-hand smoke. The area must be designated with a sign bearing the signature of the individual in charge of the facility.

C. Smoking outside is permitted:

Employees may smoke outside of facilities or vehicles during designated relief periods or during lunch breaks. Relief periods are granted by supervisors consistent with personnel rules or collective bargaining agreements, and in no case may exceed a total of 30 minutes per day. Supervisors are responsible for assuring that allowable relief periods are not exceeded. Employees are requested not to smoke in the immediate vicinity of doorways where public and coworkers cannot avoid passing through second-hand smoke to enter buildings.

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D. Violation of the smoking prohibition:

An employee who violates this policy may be subjected to discipline up to and including discharge.

III. REFERENCES

A. AS 18.35.300 et seq.


B. CBJ Charter Section 4.5

C. CBJ 44.05.040 (e); 44.10.130

IV. EFFECTIVE DATE

This policy replaces all previous smoking policies and takes effect on October 1, 1998.

Dated at Juneau, Alaska, this 16 day of September, 1998.

  
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David R. Palmer, City and Borough Manager  
City and Borough of Juneau, Alaska