

Administrative Order



Administrative Order No.: 8-6

Title: Smoke-Free Workplace

Ordered: 4/7/1994

Effective: 4/7/1994

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter and the State of Florida Statute 1987 - 386.200 Indoor Clean Air Tobacco Smoke and Florida Administrative Code 10D-105 Clean Indoor Air Act, as amended.

SUPERSEDES:

This Administrative Order supersedes previous Administrative Order 8-6, ordered and effective June 1, 1992, and all previous policies concerning smoking in County-owned and leased facilities as well as in County-owned vehicles.

POLICY:

Metropolitan Dade County recognizes that smoking poses a significant risk to the health of the smoker and is a hazard to the non-smoker in the work environment.

It is the policy of Metropolitan Dade County that smoking will be prohibited indoors in any building or any portion of any building owned by or leased to the County including those located at the Airports and Seaport and inside all County-owned vehicles effective on June 1, 1992, except as specifically exempted by this Administrative Order.

Smoking is defined as being in possession of lighted cigarettes, cigars, cigarillos, or pipe tobacco or the use of other lighted tobacco products.

This smoke-free policy will be prominently posted at all building entrances and throughout any building owned by the County, or within any space leased to the County by the responsible Building Manager or other property custodian. It will be posted by decal in all County-owned vehicles.

EXEMPTIONS:

None.

EXCEPTION:

Dade County Housing and Urban Development dwelling units.

PROCEDURE:

A smoking cessation program will be made available to employees as part of the County's Wellness Program. Metropolitan Dade County employees on duty may not smoke except outdoors during authorized breaks and lunch periods. Visitors will be politely informed that Metro-Dade is smoke-free and asked to extinguish their tobacco product.

ANONYMOUS COMPLAINT PROCEDURE FOR BUILDINGS:

Employees who are subjected to environmental or secondary smoke from lighted tobacco products while at work or in traversing the lobbies or hallways of County buildings have the right to file an anonymous complaint against the violator with the Building Manager. The complaint will list the name and department of the violator, if known. The Building Manager will forward the complaint to the appropriate department director for action.

ANONYMOUS COMPLAINT PROCEDURE FOR VEHICLES:

Employees who are subjected to environmental or secondary smoke from lighted tobacco products while riding in County-owned vehicles have the right to file an anonymous complaint against the violator with the General Services Administration Fleet Dispatcher. The complaint will list the name and department of the violator. The GSA Fleet Dispatcher will forward the complaint to the appropriate department director for action.

FORMAL COMPLAINT PROCEDURE:

Employees may, if they desire, report violations of this Administrative Order by making formal complaints to their supervisors instead of filing an anonymous complaint. Supervisors are obligated to forward all complaints through their department director to the respective violator's department director.

ENFORCEMENT:

Employees violating this Administrative Order will be reminded by their respective supervisors of their obligation to comply. Repeat or habitual violators may be subject

to appropriate discipline in accordance with County personnel procedures under A.O. 7-3 and fines under the jurisdiction of the County Court as provided by the Florida Clean Indoor Air Act, as amended.

Joaquin G. Aviñó, P.E., P.L.S.

County Manager