

Revised March 1, 2019

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 28

SUBJECT: Smoking Policy

EFFECTIVE DATE: July 24, 1989

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

In accordance with Act 815 of the Regular Session of the 2006 Legislature, known as the "Louisiana Smokefree Air Act," smoking is prohibited in any public building and any enclosed area within a place of employment. "Enclosed area" is defined as a space enclosed on all sides by walls/windows, exclusive of doorways, that extend from the floor to the ceiling. "Place of employment" is defined as an area that employees normally frequent during the course of employment, such as work areas, restrooms, meeting rooms, etc., and specifically includes vehicles. Smoking will therefore not be permitted inside any DOTD building or inside any DOTD vehicle. Additionally, in accordance with Act 546 of the Regular Session of the 2014 Legislature, smoking shall be prohibited in all of the following areas: any outdoor area proximate to a state office building that is within twenty-five (25) feet of an entrance of the building to which access by the public is not restricted and within twenty-five (25) feet of a wheelchair ramp or other structure that facilitates access to a state office building by persons with disabilities. "Smoking" is defined as the carrying of a lighted cigar, cigarette, pipe, or any other lighted smoking equipment, including electronic cigarettes and any other product that is used to deliver nicotine by means of smoke or vapor in addition to the inhalation and exhalation of smoke by a person from any plant or product.

The designated smoking areas for the HQ building are outdoors, at least twenty-five (25) feet away from the unrestricted access to the building. If practical, district administrators and section heads located outside of the Headquarters (HQ) building may designate outdoor areas as smoking areas provided that such are in compliance with Act 546. District Administrators and sections heads located outside of Headquarters shall distribute and post similar written policies that clearly explain where smoking is prohibited/allowed for facilities under their jurisdiction. Additionally, these officials, along with the HQ Facilities Maintenance Manager, will ensure that appropriate "No Smoking" signage is "clearly and conspicuously" posted twenty-five (25) feet from an unrestricted access entrance and in every DOTD building and place of employment.

Infractions of this policy can be potentially harmful to other employees; therefore, any infraction is to be considered a policy violation and may result in disciplinary action. The courteous, yet firm, enforcement of this policy is the responsibility of each supervisor, manager, and appointing authority. Any conflict resulting from this policy should be brought to the attention of the appropriate appointing authority.

The Department supports any employee who wishes to stop smoking. Resources are available to DOTD employees from our Human Resources Section and may be obtained by calling (225) 379-1259. I also urge your cooperation in support of any employee who is in the process of breaking this habit.



Shawn D. Wilson, Ph.D.
Secretary