STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES **Policy and Procedure**		POLICY AND PROCEDURE NUMBER **02.01.060**	PAGE 1 of 1
		EFFECTIVE DATE June 1, 2006	
SUBJECT **Department Smoking Policy**		SUPERSEDES 02.01.060	DATED November 29, 1996
CHAPTER **Administration**	SECTION **General Administration**	APPROVED BY Mike Barton	

PURPOSE

This formalizes the policy and procedure of the department on smoking in state-controlled vehicles, equipment, and facilities occupied by employees of the department.

POLICY

The department will provide a smoke-free working environment for all of its employees. Smoking is prohibited in all state-controlled facilities occupied by employees of the department, except in designated sections (if any). Smoking is prohibited in all state-controlled vehicles and equipment. Cooperation and courtesy are expected from both smokers and nonsmokers.

PROCEDURE

The commissioner, regional directors, and system directors and managers are responsible for designating smoking sections in facilities in their charge if feasible or desired. This responsibility may not be delegated. Vehicles and equipment may not be or have smoking sections.

The regional directors, and system directors and managers, are responsible for establishing the smoking policy for employee housing units, ferries, and airport terminals, keeping in mind the department's commitment to provide a smoke-free *working* environment.

All entrances to state-controlled facilities occupied by department employees will be posted with a notice that smoking is prohibited except in designated sections.

AUTHORITY

AS 18.35.300 – 330

IMPLEMENTATION RESPONSIBILITY

Deputy commissioners, regional directors, and system directors and managers

DISTRIBUTION

All department employees via the DOT&PF website