

# HOUSING AUTHORITY CITY OF LOS ANGELES INTEROFFICE MEMORANDUM

June 4, 1999

**TO:** ALL HACLA STAFF

**FROM:** Don Smith, Executive Director

**SUBJECT: SMOKING POLICY**

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I would like to take this opportunity to clarify the Smoking Policy of the Housing Authority as mandated by State law.

On January 1, 1995, the State of California adopted a smoke free workplace. Labor Code Section 6404.5 mandates all employers shall prohibit the smoking of tobacco products in all (100 percent of) enclosed places of employment in this state, as covered by this section.

The purpose of this mandate was and remains to reduce employee exposure to environmental tobacco smoke to a level that will prevent anything other than insignificantly harmful effects to exposed employees, and also to eliminate the confusion and hardship that can result for enactment or enforcement of disparate local workplace smoking restrictions.

This mandate further requires that no employer shall knowingly or intentionally permit, and no person shall engage in the smoking of tobacco products in an enclosed place of employment.

The use of tobacco products in a non-enclosed workplace shall provide for ventilation which exhausts tobacco smoke away from any enclosed work environment.

All HACLA Staff  
Subject: Smoking Policy  
June 4, 1999  
Page Two

Definitions:

“Smoking” as used in this policy, shall include smoking a cigarette, cigar or pipe, or possessing a lighted cigarette, cigar or pipe.

“Use of tobacco products” as used in this policy shall include the chewing of tobacco or snuff, or the consumption of any other product made of tobacco, herbs or cloves.

“Enclosed work environment” as used in this policy shall include any office space, work area, motor vehicle, truck, scooter or other facility or area where there is the likelihood of a non smoking employee having exposure to the tobacco discharge.

I know that each and everyone of you wish to cooperate in keeping the work environment free of smoke and healthy, and we encourage all of you to adhere to the policy as stated to avoid unnecessary disciplinary actions.

If you have any questions, please feel free to contact the Human Resources Department. I want to thank you in advance for your cooperation.

Thanks.

DS:Inf

c: Board of Commissioners