

**HOUSING AUTHORITY OF THE CITY OF LOS ANGELES
INTEROFFICE MEMORANDUM**

November 28, 2011

TO: Managers and Supervisors

FROM: Daniel Choy, Safety Officer

SUBJECT: HACLA Smoking Policy – reminder at 2600 Wilshire

Please share this information with all of your employees.

We would like to remind all supervisors and employees that the Smoking Policy of the Housing Authority and California Labor Code section 6404.5 prohibit the smoking of tobacco products in all (100 percent of) enclosed places of employment of HACLA.

As noted, enclosed place of employment of HACLA as used in the Smoking Policy 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.

The HACLA Smoking Policy states, "Any employee failing to comply with the requirements of this policy may be subject to Housing Authority disciplinary procedures, as well as the criminal penalties set forth in Ordinance No. 159498."

Further, California Government Code section 7597 prohibits any public employee or member of the public to smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building, or in a passenger vehicle owned by the state.

Smoking of tobacco products are prohibited at the 2600 loading dock and in all HACLA vehicles. Managers and supervisors are to ensure this policy is followed.

Should you have any question, please contact the Human Resource Department.

The HACLA Smoking Policy and a memo regarding Labor Code section 6404.5 can be found on the intranet:

http://webapp1/Events/personnelRules/108.B_SmokingPolicy.htm

<http://intranet/HumanResources/forms/Smoking.pdf>

**Cc: Department Directors
Blanca Macris, Risk Manager**