



## Memorandum

Date OCT 5 1987

From Assistant Secretary for Health

Subject Smoke-Free Work Environment

To OASH Employees

On August 25, 1987, we received instructions from the Assistant Secretary for Management and Budget and the Assistant Secretary for Personnel Administration implementing the Secretary's policy to have a smoke-free work environment for all employees. I believe OASH should be in the forefront of implementing this policy, given our leadership role in promoting the health of the Nation. I have provided AFGE Local 41, 30 days advance notice of this change in policy. Our previous Collective Bargaining Agreement permitted smoking in some work areas. Now, no smoking is permitted in any OASH workspace, including private offices. We intend to continue bargaining with union representatives on the impact and implementation of this new policy.

The DHHS implementing instructions provide a six month period for transition to a smoke-free environment, during which time employees may smoke in areas with proper ventilation. Generally, as in the Parklawn Building, restrooms are the only areas with such ventilation. At present, in OASH controlled space, we have designated smoking and non-smoking restrooms. Restrooms where smoking is prohibited have this designation clearly displayed on the door. We will continue to observe this policy until February 25, 1988, at which time the six month transition period will come to an end and smoking will be prohibited in all restrooms. Employees located at the Southwest Complex will be covered by the local policies on restrooms determined by the Office of the Secretary (OS).

I encourage every employee who now smokes to take advantage of the smoking cessation assistance provided by the Parklawn Training Center and the Southwest Training Center.

I believe establishing a smoke-free work environment in PHS is an essential step toward the accomplishment of our mission to promote the health and well-being of Americans. Although we expect enthusiastic compliance with this prohibition on smoking, Office and Center Directors must take appropriate disciplinary action if employees violate this policy. I know I can count on your cooperation and support for this important initiative.

  
Robert E. Windom, M.D.