

IOWA SMOKEFREE AIR ACT OF 2008

Employer Quick Compliance Checklist

NOTE: This material has been prepared by attorneys in the Employment and Labor Law Practice Group of Dickinson, Mackaman, Tyler & Hagen, P.C., to provide its clients and other interested parties with general information on the subject covered. It is not intended as, and should not be construed or relied upon as, specific legal advice or legal opinion, which are provided by the Firm with respect to specific factual situations only upon engagement.

The Iowa Smokefree Air Act is effective July 1, 2008. On or before that date, Iowa employers, regardless of the number of employees, should:

- ✓ Provide each current employee (including those on layoff or an approved leave of absence) a copy of H.F. 2212—the Iowa Smokefree Air Act. It is strongly suggested that a receipt be obtained, or other record maintained, to document that current employees were advised of the smoking prohibitions prescribed in the law. As new employees are added after July 1, 2008, make sure they are provided a copy of the law as well.
- ✓ Develop and implement a protocol to assure that all prospective employees, upon application for employment, are provided a copy of H.F. 2212. This might be done as part of providing the application itself.
- ✓ Post the signs with the information mandated by statute “clearly and conspicuously” at every entrance to the place of employment. Your old signs, or a simple “no smoking” sign or one that has the no-smoking symbol, is not sufficient.
- ✓ If you provide employees any vehicles for use, assure that the no smoking sign mandated by the law is placed in every vehicle, such that it is also visible from the exterior of the vehicle.
- ✓ Post the signs with the information mandated by statute “clearly and conspicuously” in the place of employment—work areas, restrooms, break rooms, etc.
- ✓ Remove all ashtrays, including things that might serve as “ashtrays” (old cans, etc.) from the place of employment—including vehicles.
- ✓ Review your current work rules regarding smoking on your premises. Where, if anywhere, will smoking be permitted outside the enclosed place of employment? Communicate the expectations to employees.