



ADMINISTRATIVE PROCEDURE

SUBJECT: REGULATIONS OF TOBACCO USE - DISTRICT FACILITIES AND EQUIPMENT	Number <u>IX-4</u>	Effective Date: Issued: <u>8/20/91</u> Revised: <u>12/15/91</u> Revised: <u>11/15/00</u> Revised: <u>12/1/10</u>	Page 1 of 2
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PURPOSE:

This Administrative Procedure is intended to protect the health, safety and welfare of the public and District employees against the known health hazards and health effects associated with the use of addictive tobacco products; and further to maintain a smoke-free and hygienic environment and ensure compliance with laws related to the use of tobacco in the workplace.

POLICY:

The District prohibits smoking and the use of other tobacco products, including chewing tobacco, in all District facilities including all enclosed spaces and in vehicles (cars, trucks, vans, boats and equipment), and within twenty (20) feet of a main entrance, exit or operable window of a District facility.

“Smoking”, as defined in this procedure, is defined as inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe or other apparatus used to smoke tobacco or any other material and/or use of any other tobacco product, including chewing tobacco.

Enclosed spaces are defined to include office buildings, outbuildings, pump stations, valve boxes, all confined spaces, lobbies, lunch/break rooms, waiting areas, stairwells, elevators, restrooms, storage containers and vehicles.

Additionally, in accordance with the provisions of the District’s Fire Prevention Plan, outside smoking areas shall comply with the following:

- Smoking shall not be allowed within twenty (20) feet of any workplace buildings.
- Smoking at the Water Treatment Plant sites shall be permitted only within smoking areas as designated by District management.
- No minors are allowed in designated smoking areas. Should minors be given school or other planned tours that include designated smoking areas, no smoking will be permitted for the duration of minors being present.
- Employees that smoke shall not smoke when in contact with the public.

In accordance with OSHA requirements-smoking shall not be allowed in work areas where employees are occupationally exposed to asbestos because of activities in that work area.

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As an employer committed to employee health and safety, the District highly encourages Employees who currently smoke or use tobacco products to seek assistance in quitting tobacco use by contacting their District-sponsored health plan provider or the Employee Assistance Program (EAP) for information and support on tobacco use cessation programs.

PROCEDURE:

1. Appropriate "No Smoking" and "Smoking Area" signs shall be posted as necessary to help assure compliance with this policy.
2. Complaints or problems arising from the implementation of this policy are to be taken to the employee's supervisor.

RESPONSIBILITY:

1. It is the responsibility of all District employees and others who frequent District facilities to comply with this policy.
2. The District is responsible for the welfare of its employees and the public we serve. As such, compliance with the law and this procedure will be enforced.

APPROVED:



Jerry Brown
General Manager