

Washington Township Fire Department Standard Operating Procedure

Division 100: Administration
Section 107: Rules & Regulations
Subject 107.02: Smoke & Tobacco Free Workplace Controls
Supersedes:



Approved By:

Date: February 28, 2005

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PURPOSE:

To control where the use of smoking materials and smokeless tobacco products may be used in department facilities or vehicles, training grounds or facilities, or incident scenes.

RESPONSIBILITY:

All members shall become familiar with and use the provisions of this policy, and refresh themselves as necessary to maintain their effectiveness. Members are encouraged to seek and follow smoking cessation activities through their health care professional, or the Employee Assistance Program. Exposure to a known Class A carcinogen should be eliminated wherever possible.

PROCEDURES:

Smoking and the use of smokeless tobacco is only allowed during work break periods at designated outdoor areas, and shall not occur in any department owned vehicles. Smoking includes the inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, weed, plant, or other smoking equipment in any manner or any form. Designated outdoor areas shall be as prescribed by the Fire Chief in such written form as necessary, and shall be kept posted by Station Officers. The prohibition against smoking and the use of smokeless tobacco within the enclosed spaces of departmental facilities also extends to the exterior at least ten feet beyond any point of ingress/egress of the building or facility.

At training facilities and sites where training occurs, smoking and the use of smokeless tobacco products is only allowed during work break periods at designated areas. At incident scenes where department services are provided, smoking and the use of smokeless tobacco products shall not occur. Should such incident scenes extend for a time period where work break periods may be necessary, than a designated area may be established. Members shall determine, through the chain of command, where such designated areas exist.

Control signs will be posted throughout the workplace to remind members of this policy. Signs posted in facilities within the City of Centerville will vary slightly as they are required to include a telephone number to report violations. It is a violation of policy to remove, discard, deface or otherwise alter any posted sign controlling the use of tobacco products. Members shall report, through the chain of command, the need to replace any posted sign controlling the use of tobacco products.

References:

City of Centerville

Ordinance No. 20-04 An Ordinance Prohibiting Smoking in Public Places and Places of Employment in the City of Centerville, Ohio