

CITY OF HEALDSBURG ADMINISTRATIVE DIRECTIVE

SUBJECT: USE OF TOBACCO PRODUCTS	NUMBER: ADMIN-101.5
EFFECTIVE DATE: JANUARY 1, 2012	COUNCIL ADOPTION:
AMENDS/SUPERSEDES:	APPROVED: _____ MARJIE PETTUS, CITY MANAGER

POLICY ON THE USE OF TOBACCO PRODUCTS

Subject: Smoking and use of smokeless tobacco products in City facilities, vehicles and equipment.

Purpose: To provide a healthy work environment for all employees and citizens, and to comply with Assembly Bill 13, State Labor Code 6404.5 prohibiting smoking in enclosed places of employment.

General Policy: The City of Healdsburg is committed to providing a healthful and safe working environment for employees. To maintain this commitment, smoking and the use of smokeless tobacco products is prohibited inside all City public areas, offices, buildings, parks, equipment and vehicles, including pool cars and assigned take home vehicles.

Definitions:

Smoking includes smoking cigarettes, pipes, cigars, all tobacco products and weed or plants of any kind.

Smokeless Tobacco Products includes chewing tobacco, snuff, oral snuff and nicotine based products such as e-cigarettes.

Non-Smoking Areas are defined as all areas located within an enclosed City of Healdsburg facility, including but not limited to City Hall, the Police and Fire stations, the Corporation Yard, water and wastewater plants and facilities, parks and recreation facilities, restrooms and all city-owned vehicles and equipment.

Provisions:

All full and part time employees, officials, volunteers and visitors shall be subject to the prohibition of smoking and the use of smokeless tobacco products. There shall be no exceptions.

Smoking and the use of smokeless tobacco products is prohibited:

- a. In all areas where fire and/or other safety hazards exist;
- b. In all enclosed facilities owned and operated by the City of Healdsburg;
- c. In all City parks and outdoor spaces governed in the municipal code;
- d. In all City-owned vehicles and equipment;
- e. On all job sites, whether indoor or outdoor;
- f. In view of the general public.

Employees who smoke and/or use smokeless tobacco products shall not exceed the number of breaks and time allotted for each break as defined in appropriate Memoranda of Understanding and/or City personnel Rules and Regulations.

Appropriate signage shall be posted to designate smoking and non-smoking areas.

Smoking Cessation: The City supports products and programs designed to relieve and eliminate dependency on tobacco and related products.

REVIEW AND REVISION

The City of Healdsburg reserves the right to rescind and/or amend this and all City policies, at any time.

