SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 33.020 -PROHIBITION AGAINST SMOKING AND USE OF SMOKELESS TOBACCO IN ALL CITY/DEPARTMENT OWNED VEHICLES AND CITY/DEPARTMENT FACILITIES

Date: July 2022

Revision No.:

Supersedes: March 26, 2019 First Adopted: May 18, 1988

POLICY:

On August 15, 2013, Labor Code 6404.5 and Government Code 7597 were amended to include electronic cigarettes.

Labor Code 6404.5 prohibits the smoking of tobacco products, including electronic cigarettes, in enclosed places of employment.

Government Code 7597 prohibits the smoking of tobacco products, including vaping and the use of electronic cigarettes, in the following areas: Inside public buildings; in outdoor areas within 20 feet of a main exit, entrance or operable window of a public building; and in vehicles owned by the State.

PROCEDURE:

Smoking, including vaping and electronic cigarettes, and the use of smokeless tobacco is prohibited in the following places:

- ➤ All City/Department owned vehicles
- ➤ All City/Department facilities, buildings, and offices
- ➤ Within 20 feet of each entrance/exit of all City/Department owned buildings
- ▶ Balconies, stairwells and landings at City/Department owned buildings (including those open to the air)

RESPONSIBILITY:

Division Directors, Superintendents, and Supervisors shall be responsible for ensuring compliance with the provisions of this policy as it relates to their employees and divisions. All violations will be reported to the Human Resources for appropriate action.

Policy Review

Established:	5/18/1988
Revised:	7/15/1991
Revised:	5/29/2002
Revised:	10/1/2013
Revised:	6/22/2017

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No changes:	7/2018
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Minot changes GM approval:	7/2022
No changes:	7/2023
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