

Smoke-Free Workplace Policy

Applicable to All Newton Municipal Buildings

Date: October 29, 2015

Effective immediately the following policy shall be in effect for the placement, use, and maintenance of designated smoking areas around municipal buildings. This policy supersedes any previous executive policies on this subject.

Purpose: A smoke-free policy has been developed to comply with Chapter 270, Section 22 of the Massachusetts General Laws. It is recognized that smoking is dangerous to the health of the smoker and that second-hand smoke is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke. This applies to all smoking products, i.e. cigarettes, cigars and pipes. This policy has been developed to protect all persons from the exposure to environmental effects of tobacco smoke and to ensure a safe working environment. The City of Newton seeks to provide a healthy and comfortable working environment for all employees, as well as accommodate the needs for both smokers and non-smokers based on mutual tolerance, respect and common courtesy along with promoting health awareness.

Responsible Departments: This policy was derived through collaboration with departments responsible for protection of human health, rights of employees, and care of our facilities. This included the Human Resources, Health and Human Services, Public Buildings, Parks & Recreation and Executive Departments. Primary responsibility for the implementation of this policy is assigned to the Parks & Recreation Commissioner who oversees the care and maintenance of the City grounds, while oversight of the policy effectiveness and response to complaints or impacts on City employees is assigned to the Director of Human Resources. All departments are responsible for the successful adherence to the policy by effective communication to their employees as to this policy contents and implications.

Smoke Free Areas: Smoking is not permitted in any City of Newton municipal buildings, including common work areas, elevators, hallways, vehicles, restrooms, cafeterias, employee lounges, conference and meeting rooms and all other enclosed areas on City property. This policy applies to all employees, citizens, and visitors.

Designated Smoking Areas: Such designated areas shall be located a substantial distance from buildings. This will eliminate smoking near doorways, windows and building air supply intakes, through which tobacco smoke may readily enter the building. Once an area has been designated, ash containers will be placed at that location for use by smokers. It is expected that smokers and users of tobacco products will properly dispose of the tobacco products in appropriate fireproof containers, to ensure a healthy, clean and orderly environment for all City employees and visitors.

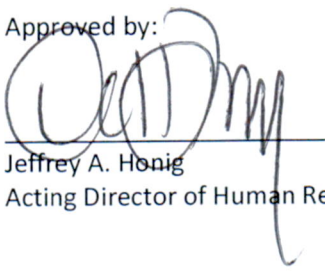
Designated Smoking Areas:

1. Will be roughly fifteen feet in diameter, and will be identified by a sign specifically permitting smoking. Placement will depend upon the population served and the footprint of the building, but shall be located a minimum distance from City buildings as follows:
 - a. City Hall: 50 ft.
 - b. All other City Buildings: 25 ft.
2. Must be maintained in a clean and attractive manner, free of cigarette butts and litter;
3. Will contain at least one ash receptacle meeting Fire Department standards and specifications.
4. Will be utilized by both smokers and nonsmokers at times governed by individual union contracts addressing scheduled breaks. The required duties of employees should not be affected by their use of smoking breaks, nor should other employees be negatively impacted by the use of the designated areas.
5. Designation and maintenance (to include snow clearing) responsibility belongs to the Parks/Recreation Dept.

Compliance: Compliance with the smoke-free workplace policy is mandatory for all employees and all visitors, without exception. Employees who violate this policy are subject to disciplinary action; any disputes involving the policy will be addressed through the City's Human Resources Department.

Cessation Programs: Tobacco cessation and awareness programs, referrals, and resources will be made available to employees who desire to stop using tobacco with the assistance of the Department of Health & Human Services. This policy is not an endorsement of smoking by City employees based on known adverse health impacts; however is an attempt to accommodate smokers for what has been historically and legally available while protecting the health and rights of nonsmokers.

Approved by:



Jeffrey A. Honig
Acting Director of Human Resources