

	Orange County Sanitation District Personnel Policies	Policy Number: 5.21
		Effective Date: September 26, 2018
Subject: Smoking		Supersedes: June 8, 2011
		Approved by: General Manager

1.0 PURPOSE

- 1.1 This policy has been developed to protect employees and the general public from the dangers of second-hand smoke and the potential hazards associated with ignition sources near plant process areas or pump stations.

2.0 ORGANIZATIONAL UNITS AFFECTED

- 2.1 This policy applies to all Orange County Sanitation District (OCSD) employees, contractors, and the general public who are on OCSD property.

3.0 DEFINITIONS

- 3.1 Plant Process Areas – An area, structure or pipe within OCSD facilities where wastewater, biosolids, digester gas, or grit are collected, treated, stored, transported or discharge to include all OCSD pump stations.
- 3.2 OCSD Vehicles – All OCSD owned or leased cars, trucks, carts, bicycles, and special motorized equipment.
- 3.3 Designated Smoking Areas – Locations where smoking is permitted.
- 3.4 Smoking – The inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. This includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

4.0 POLICY

4.2 GENERAL INFORMATION

- 4.2.1 OCSD provides designated smoking areas that meet regulatory requirements and the operational needs of the organization. This policy defines employee, contractor, and general public conduct as it relates to smoking in or on all OCSD property.

4.3 EMPLOYEE, CONTRACTOR AND PUBLIC CONDUCT

- 4.3.1 Smoking on or in all OCSD property is only permitted in designated smoking areas.
- 4.3.2 OCSD employee, contractor, or member of the general public shall not smoke in an OCSD building or vehicle.

- 4.3.3 Failure to comply with this policy may result in to the following:
 - 4.3.3.1 Progressive disciplinary action for OCSD employees, which may result in termination for repeated violations.
 - 4.3.3.2 Prohibition of offending contractor personnel from working in an OCSD public building, facility or vehicle and/or termination of the contract.
 - 4.3.3.3 Prohibition of an offending member of the general public from remaining in the affected OCSD public building or vehicle.
 - 4.3.3.4 Prohibition from coming on to OCSD sites.

4.4 **LOCATING DESIGNATED SMOKING AREAS**

- 4.4.1 All designated smoking areas shall be clearly marked.
- 4.4.2 All designated smoking areas shall be located outdoors and at least 20 feet from any building entrance, exit, and/or operable window of an OCSD building and within 20 feet of a building ventilation system intake.
- 4.4.3 Cigarette butt receptacles will be provided by and maintained by OCSD.

5.0 **PROCEDURE**

- 5.2 Maps of designated smoking areas shall be maintained by the Risk Management Division and the information shall be posted on OCSD's intranet.
- 5.3 Employees are required to contact their immediate supervisor or manager if there are any concerns regarding this policy.

6.0 **EXCEPTIONS**

7.0 **PROVISIONS AND CONDITIONS**

8.0 **RELATED DOCUMENTS**

- 8.2 California Health and Safety Code § 118885
- 8.3 California Code of Regulations § 5184
- 8.4 California Labor Code, Sections 6400-6413.5
- 8.5 Policy 5.2, Discipline
- 8.6 Policy 5.19, Vehicle Usage