



City of Mt. Pleasant
Administrative Memo #1-86

Issued: January 1, 1986
Revised: February 26, 1993
Revised: August 27, 2003

SUBJECT: Tobacco Use Policy

SUMMARY:

Recognizing the health risks associated with secondhand smoke and a concern for the health and well-being of employees and visitors, all City-owned or operated buildings and vehicles will become smoke free effective September 8, 2003.

MEMO:

The City desires to provide a work environment that protects the health, safety and well-being of its employees and visitors while in City buildings or vehicles. This includes providing a working environment that is safe and without risk to health.

Smoking will not be permitted anywhere within the physical confines of City-owned or operated buildings or vehicles, except in snow removal equipment during snow removal operations. The employee is responsible for cleaning the vehicle within a reasonable period of time following such use. Smoking outside all buildings is permitted. Division Directors are responsible for designating a "smoking zone" outside each building within their division. Such zones may not be within the general view of the public, or within a distance to allow tobacco smoke to enter any building via an entrance, exit, or open window. Receptacles for disposal of smoking materials will be provided, and each employee using the "smoking zone" is responsible for maintaining the cleanliness of the area. Visitors must abide by the smoke-free designation.

The use of smokeless tobacco is permitted in all instances except when employees are in contact with a member of the public. Specific departmental policies may be written regarding the use of smokeless tobacco.

Division directors, department heads, and supervisors are responsible for communicating and enforcing the policy.