



ELECTRIC WATER SEWER STORMWATER

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www.HANNIBALBPW.org



POLICY:	<u>Smoke Free Workplace</u>	DEPARTMENT:	<u>All</u>
APPROVED:	<u><i>Heath N. Hall</i></u>	REVIEWED / REVISED:	<u>06/01/12</u>

Guidelines:

At the February 2, 1999 Hannibal City Council Meeting, the City Council adopted an ordinance requiring all City Departments (including the HBPW) to adopt a compatible smoking policy, herewith titled "Smoke-Free Workplace." Additionally, on July 1, 2012 the Hannibal city Council enacted ordinance #4608 adopting provisions to prohibit smoking in indoor workplaces and public places, known as the "Hannibal Smoke-free Air Act".

The purpose of this Policy is to comply with an explicit directive of the Hannibal City Council regarding smoking in public places and the workplace. The underlying objective of this Smoke-Free Workplace Policy is the elimination of hazards related to second-hand smoke. It is the right of all employees to work in an environment free from unnecessary hazards, and for such purpose, this Policy has been developed.

These Smoking Policies prohibit smoking or vaping at all HBPW facilities, including smoking in HBPW vehicles. All HBPW buildings and vehicles shall be "non-smoking areas."

Smoking or vaping shall be permitted on the premises grounds outside the buildings only. Proper receptacles will be placed for disposal of all smoking instruments. Employees shall completely extinguish all cigarettes and cigars and E-cigarettes before entering HBPW buildings. Visitors, vendors, agents, customers and the general public shall be required to comply with this Policy while in HBPW Facilities.

DEFINITION OF SMOKING

Smoking is defined as the possession of burning tobacco in the form of a cigarette, cigar, pipe or other smoking instrument, including E-cigarettes. Possession and use of other tobacco products (i.e., chewing tobacco, snuff, dipping tobacco, etc.) is not considered smoking or regulated by this Policy, provided that use of such products is as intended (non-burning). Vaping or E-cigarettes, although a smokeless alternative, are potentially harmfully to the health of others and will comply with the ordinance.

NON-DISCRIMINATION

The HBPW shall not refuse to hire any individual nor to discharge any employee or to disadvantage any employee with respect to compensation, terms of employment or conditions of employment solely because the employee engages in the lawful use of tobacco products during non-working hours or in accordance with HBPW Policy. An employee's use of tobacco products shall not interfere with duties and performance of said employee, his/her co-workers and the overall HBPW utility operations.

HBPW TO SUPPORT SMOKING CESSATION

The HBPW is supportive of a healthy lifestyle for its employees and a hazard-free workplace for all employees. The elimination of smoking or vaping at HBPW facilities will provide direct benefits for all HBPW employees. The health care plan for City Employees provides coverage for approved medical consultations, prescriptions and over-the-counter medications to aid employees who wish to cease smoking. Approved expenses in connection with smoking cessation are eligible under the current Medial Program listed in the provisions of the health care plan. Any employee wishing to utilize this assistance should contact the physician prior to incurring any costs to insure that their purchases, appointments, or prescriptions will be reimbursed/covered under said health care plan. Published health literature confirms that smoking and or vaping presents significant health risks, therefore HBPW support of smoking cessation is truly in the best interests of its employees.

SMOKING POLICY VIOLATIONS

Failure of any employee to follow the requirements of the HBPW Policy titled "Smoke-Free Workplace" shall be deemed employee misconduct. Violations of this Policy shall be handled in accordance with the IBEW Memorandum of Understanding and the HBPW Disciplinary Policy. In addition to actions which local government may take to address policy violations, certain violations may also constitute a violation of State Law. Persons who violate the Indoor Clean Air Act may be found guilty of an infraction under State Law and required to pay fines. Additionally, any employee found in violation of the "Hannibal Smoke-free Air Act" will be subject to city fines as well as making the HBPW responsible for additional fines.

Employees are cautioned that compliance with the Smoke-Free Workplace Policy is required and misconduct will not be tolerated. Deliberate or chronic violations by any employee shall lead to an escalation of the disciplinary actions.

Originated / Revised History

Originated – 11/12/97

Revision 1 – 02/03/99

Revision 2 – 11/12/09

Revision 3 – 06/01/12

Revision 4 – 01/16/19



DATE: 06/01/12

TO: **ALL EMPLOYEES**

FROM: Robert Stevenson

RE: **Notification of Ordinance 4608 – The Smoke-Free Air Act**

On April 3, 2012, Hannibal voters approved the Smoke-Free Air Act. On May 15, 2012, the Mayor & City Council adopted Ordinance 4608 ratifying the vote. The Ordinance focuses primarily on enclosed areas and workplaces. This Ordinance goes into effect on July 1, 2012.

How will this change work conditions at the HBPW?

Effective July 1, 2012 smoking will no longer be allowed in ANY HBPW vehicle, even if traveling alone.

Employees can still smoke outdoors, within a reasonable distance of 3 feet from building entryways or operable windows, provided smoke does not enter those areas. The intent of the Ordinance is to prohibit smoking in enclosed places (excluding private homes and personal vehicles), and to avoid any impact to co-workers – thus, “places of employment” are addressed heavily in this Ordinance.

Violations of this City Ordinance subject both employees and the HBPW to monetary fines for each occurrence. Since smoking is a choice each person makes, please understand there will be consequences to any employee who knowingly puts the HBPW at risk.

Thank you for your cooperation.

Posted: Main Office
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