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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **E205** | |  |
|  |  | | | | | | |  |
|  | Subject:  **Tobacco Use** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **2** |  |
| Board Approval Date:  **March 21, 2015** | | | Rescinds: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
|  |  | |  | | | | |  |

1. **PURPOSE**

To promote and maintain guidelines regarding tobacco use in the workplace, which are in consideration of the health and safety of employees, visitors, and the public.

1. **SCOPE**

This policy applies to all employees, and in part to visitors on District premises.

1. **POLICY**

It is the policy of the Blue Ridge Fire District to control the use of tobacco in the workplace in accordance with the laws and the rights, needs, health, and concerns of tobacco users and non-users alike.

**IV. GUIDELINES**

A. Smoking is prohibited in all District facilities and vehicles. Smokeless tobacco is also prohibited inside District facilities.

B. Smoking may be allowed in designated areas outside of the buildings, as long as it is not within public view and beyond 20 feet from a building entrance or window.

C. Receptacles are provided outside of the buildings and all smokers shall use the receptacles and shall thoroughly clean and maintain the receptacles and the surrounding area. Chewing tobacco waste shall be allowed on dirt, rocks, or asphalt, but shall be prohibited on concrete or any other surface that could cause an unsightly condition.

D. Tobacco use shall not interfere with the daily routine, District activities, or other functions and shall be supervised by the immediate supervisor or any other person acting in a supervisory role.

E. Tobacco use is not allowed on any calls or emergency or non-emergency scenes to which the District has been dispatched.

F. No tobacco containers shall be worn in a pocket of the uniform while engaged in any public contact.

G. Tobacco product use shall not be allowed during any public contact.

H. These guidelines shall not supersede any local or State laws or any existing or future regulations established for fire, health, or safety reasons.

1. Any employee using tobacco shall be considerate of the rights and health concerns of fellow employees and the public.