




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Smoke-Free Workplace	HR_450_03
Supersedes:	HR_450_03 Smoke-Free Workplace, dated September 1, 2004	
Applicability:	All employees, volunteers, contract service providers and visitors.	
Reference:	ORS 433.850 - 433.875, OAR 333-015-0035 & 105.050.0006	
Effective Date:	November 16, 2009	Approved: 

I. PURPOSE

To protect public employee health by prohibiting smoking in and around state-operated facilities.

II. DEFINITIONS

- A. **Entrance:** Any point of entry to premises whereby a person gains access to the interior of enclosed space from the exterior of outdoor space.
- B. **Exit:** Any point on premises whereby a person gains access to the exterior of an enclosed space from the interior of an indoor space.
- C. **Place of employment:** Every enclosed area under the control of the employer that employees frequent during the course of employment that includes, but is not limited to, work areas, break rooms, rest rooms, conference rooms, hallways, work stations, common areas and warehouse areas and work vehicles.
- D. **Public place:** Any enclosed area open to the public.
- E. **Smoking instrument:** Any cigar, cigarette, pipe or other smoking equipment.
- F. **Service Line:** Any indoor line, or any portion of an indoor line that extends out the doors, at which one or more persons is waiting for or receiving services of any kind, whether or not such services involves the exchange of money.

III. POLICY

- A. Consistent with the provisions of the Oregon Indoor Clean Air Act, the Oregon Department of Fish and Wildlife (ODFW) shall provide a place of employment that is free of tobacco smoke for all employees, volunteers, contract service providers and visitors.
- B. No person shall smoke or carry any lighted smoking instrument in an ODFW operated facility, publicly owned vehicles or the interior spaces of publicly owned boats.

- C. No person shall smoke or carry any lighted smoking instrument within 10 feet of the following parts of ODFW operated facilities:
 - 1. Entrances;
 - 2. Exits;
 - 3. Windows that open;
 - 4. Ventilation intakes that serve as enclosed area;
 - 5. A Service line within 10 feet of a service line that extends an entrance
 - 6. An accessibility ramp that extends beyond 10 feet from the entrance or exit.
- D. Ashtrays or any receptacles to be used for smoking or depositing cigarette debris are prohibited in the same parts of ODFW operated facilities as listed in (C) 1-6.
- E. Employees working out-of doors may smoke during break and meal times; however, they shall be respectful of their fellow co-workers and also observe any warnings of fire hazard posted by authorities.

IV. POLICY CLARIFICATION

- A. It is the responsibility of ODFW managers to communicate and enforce this policy.
- B. Managers shall ensure that signs are posted prohibiting smoking. Signs shall be placed at a height and location easily seen by a person entering the establishment and shall not be obscured in any way. Signs are available from ODFW Business Operations.
- C. State resources (e.g.: funds, property) may not be used to construct smoking areas.