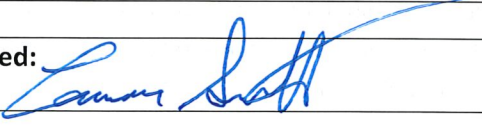




OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

Title: Smoke Free Workplace	VP_04
Effective Date: 04/17/2017	Approved: 
Reference: HR Policy 450_03	

1) PURPOSE

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

2) 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 volunteers frequent during the course of service that includes, but is not limited to, work areas, break rooms, rest rooms, conference rooms, hallways, work stations, common areas, 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.

3) POLICY

Consistent with the provisions of the Oregon Indoor Clean Air Act, the department shall provide a place of employment that is free of tobacco smoke for all volunteers.

No person shall smoke or carry any lighted smoking instrument in a department operated facility, publicly owned vehicles or the interior space of publicly owned boats.

No person shall smoke or carry any lighted smoking instrument within 10 feet of the following parts of a department operated facilities:

- a) Entrances;
- b) Exits;
- c) Windows that open;
- d) Ventilation intakes that serve as enclosed area;
- e) A Service line within 10 feet of a service line that extends an entrance;
- f) An accessibility ramp that extends beyond 10 feet from the entrance or exit;

Ashtrays or any receptacles to be used for smoking or depositing cigarette debris are prohibited in the same parts of a department operated facilities as listed above.

4) POLICY CLARIFICATION

It is the responsibility of the Volunteer's supervisor to communicate and enforce this policy.

Supervisors 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 the department's Business Operations unit.

State resources (e.g. funds, property) may not be used to construct smoking areas.