





City of Arts & Innovation

City of Riverside Administrative Manual

Effective Date: 07/2003
Last Review Date: 07/2018
Latest Revision Date: 07/2022
Next Review Date: 07/2025
Policy Owner(s): General Services

Approved:

Department

City Manager

SUBJECT:

Smoking in City Facilities, Vehicles and Equipment Subject

PURPOSE:

In order to establish a safe and healthful work environment for all employees, the use of all tobacco products—including but not limited to, smoking, vaping, e-cigarettes, and chewing—is banned from the workplace in all enclosed places of employment and within 20 feet of a City facility.

SOURCE OF AUTHORITY: City Charter Section 601 Source of Authority

POLICY:

The smoking of tobacco products is a danger to health and a material annoyance, inconvenience, discomfort and a health hazard to those who are present in confined spaces. In order to preserve employee health, safety and welfare, smoking in public places is prohibited.

This policy is to further the State’s intent to uniformly restrict and prohibit smoking of tobacco products in enclosed places of employment in order to reduce employee exposure to environmental tobacco smoke to a level that will prevent anything other than insignificantly harmful effects to exposed employees. Sections of this policy shall refer to smoking in a location where nonsmokers may not be affected, however the act of smoking may present a safety hazard due to the presence of known or suspected carcinogens or be a source of irritation to the eyes or act as an allergen.

For purposes of this policy:

- “Electronic Smoking Device” means an electronic device that can be used to deliver an inhaled dose of nicotine, or other substances, and includes any such device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or any other product name or descriptor.
- “Smoke” or “Smoking” means and includes any of the following: (1) the direct burning or indirect heating of any cigar, cigarette, pipe, electronic smoking device, or any similar kind of smoking equipment or article, using any form of tobacco, plant product, or other combustible substance in

any form, or (2) the holding or carrying of a lighted or operated cigar, cigarette, pipe, electronic smoking device, or any other lighted smoking equipment or device, or (3) emitting or exhaling the smoke directly from a cigar, cigarette, pipe, electronic smoking device, or any other lighted smoking equipment or device.

- “Workplace” means any enclosed area of a structure or portion thereof intended for occupancy by city employees providing primarily clerical, professional or business services at that location. Workplace includes, but is not limited to, office spaces, libraries, museums, maintenance facilities, warehouses, fire stations, City-owned vehicles and heavy equipment.

California law has designated all enclosed workplaces as nonsmoking.

1. Except where other signs are required, whenever smoking is prohibited, conspicuous signs shall be posted so stating, containing all capital letters not less than one inch in height, on a contrasting background. The signs shall be posted near entrances with the following verbiage:
 - A. THIS IS A NONSMOKING FACILITY. NO SMOKING WITHIN 20 FEET OF ANY ENTRANCE.
 - B. In lieu of such signs the international “NO SMOKING” logo may be prominently displayed.
2. Smoking shall be prohibited when operating City-owned vehicles, heavy equipment and machinery. Smoking while operating a vehicle or equipment provides a recognized distraction as well as allows for potential damage due to burns or fire from dropped cigarettes or ashes. Distraction may occur when attempting to light or put out a cigarette, cigar or pipe. The smoke from a cigarette, cigar or pipe may obscure vision as a result of squinting or smoke particles getting into the eye(s). These factors may affect the ability of the driver or operator from safely operating the vehicle or equipment. Smoke from cigarettes, cigars, and pipes further obscures vision by creating a film on the inside of windshields that may appear as a fog or dirty windshield.
3. Failure to comply with this policy will result in disciplinary procedures in accordance the Personnel Policy and Procedures Manual III-1.

PROCEDURE:

| Responsibility | Action |
|-----------------------|---|
| All City Employees | The use of all tobacco products, including but not limited to smoking, vaping, e-cigarettes, and chewing is banned from the workplace in all enclosed places of employment and within 20 feet of a City facility. |

Attachments:

None

| Department Review | | | |
|--------------------------|----------------------------|------------------|---------------------|
| <i>Required</i> | <i>Department</i> | <i>Signature</i> | <i>Printed Name</i> |
| <input type="checkbox"/> | City Attorney | | |
| <input type="checkbox"/> | City Clerk | | |
| <input type="checkbox"/> | CEDD | | |
| <input type="checkbox"/> | Off. of Communications | | |
| <input type="checkbox"/> | Finance | | |
| <input type="checkbox"/> | Fire | | |
| <input type="checkbox"/> | General Services | | |
| <input type="checkbox"/> | Housing | | |
| <input type="checkbox"/> | Human Resources | | |
| <input type="checkbox"/> | IT | | |
| <input type="checkbox"/> | Library | | |
| <input type="checkbox"/> | Museum | | |
| <input type="checkbox"/> | Off. of Homeless Solutions | | |
| <input type="checkbox"/> | Parks, Rec & Comm Svcs | | |
| <input type="checkbox"/> | Police | | |
| <input type="checkbox"/> | Public Utilities | | |
| <input type="checkbox"/> | Public Works | | |