City of FRESNO

ADMINISTRATIVE ORDER

Subject: Smoking in City Buildings	**Number:** 7-5 **Date Issued:** December 1, 1998, February 23, 2011 **Date Revised:** August 15, 2013
Responsible Department: Public Works-Facilities	**Approved:**

Purpose

To establish a policy and procedure regarding smoking in the workplace that is consistent with provisions of the California Labor Code and City Ordinance.

Policy

The City has a duty to make every reasonable effort to provide a safe, healthy and pollution-free work environment. It is the policy of the City to adhere to all applicable laws and regulations in that endeavor.

Procedure

1. Smoking is prohibited in all enclosed work areas. "Enclosed work area" is defined as any area occupied by employees in the performance of their regular duties and having four walls and a roof, regardless of the type of ventilation provided.

2. Smoking is prohibited in an outdoor area within 20 feet of a main exit, entrance, or operable window, or air intake vent of a public building.

3. Smoking may be permitted in permanently assigned vehicles, provided no non-smokers are required to ride in that vehicle in the course of their regular duties.