

# BPA Policy 440-1

## Smoke-Free Workplace

### Table of Contents

1. Purpose & Background .....	2
2. Policy Owner .....	2
3. Applicability .....	2
4. Terms & Definitions .....	2
5. Policy.....	2
6. Policy Exceptions .....	2
7. Responsibilities .....	2
8. Standards & Procedures .....	3
9. Performance & Monitoring .....	3
10. Authorities & References .....	3
11. Review .....	3
12. Revision History .....	3



## 1. Purpose & Background

Establishes policy to provide a smoke-free working environment at BPA facilities.

## 2. Policy Owner

The Chief Administrative Officer has overall responsibility for this policy.

## 3. Applicability

This policy applies at all BPA-occupied facilities. At BPA locations other than its Portland headquarters facility, such as the field, the Ross Complex, and Van Mall, on-site management officials or teams develop site-specific procedures using this policy as a guide.

## 4. Terms & Definitions

Smoking includes use of any smoking material including e-cigarettes and vaping products.

## 5. Policy

- A. Smoking is permitted only in designated areas and only in accordance with the provisions of Executive Order (EO) Number 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace. Smoking, or carrying any lighted smoking material, is not permitted except in designated smoking areas.
- B. Employees will not smoke when traveling in any BPA-owned or BPA-leased vehicle.

## 6. Policy Exceptions

None.

## 7. Responsibilities

- A. **Chief Administrative Officer:** Sets BPA's smoking policy.
- B. **Workplace Services and designated senior-level on-site official, or any back-up officials:** Ensure that designated smoking areas are posted and established in a manner that eliminates exposure of employees and the public to secondhand smoke.

<b>Organization</b> Workplace Services (NW)	<b>Title</b> Smoke-Free Workplace	<b>Unique ID</b> 440-1		
<b>Author</b> Guy Kyle	<b>Approved by</b> Chief Administrative Officer	<b>Date</b> 1/25/2017	<b>Version</b> 1.0	Page 2

**C. Safety Office:**

1. Evaluates, as part of the annual safety inspections, whether smoking areas are properly designated and conform with policy guidelines to provide a safe and healthy work environment for employees.
2. Reports in writing any non-compliance with smoking regulations to the appropriate management official.

**8. Standards & Procedures**

No information in this section.

**9. Performance & Monitoring**

As part of its annual safety inspections, the Safety Office evaluates smoking areas for proper designation and conformance to policy guidelines to provide a safe and healthy work environment for employees.

**10. Authorities & References**

- A. 41 Code of Federal Regulations, (CFR), Part 101-20, Smoking Regulations.
- B. Executive Order Number 13058, Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace.

**11. Review**

Policy will be reviewed every five years.

**12. Revision History**

<b>Version Number</b>	<b>Issue Date</b>	<b>Description of Change or Review</b>
1.0	1/25/2017	Initial version in the BPA Policy format. This replaces <i>BPAM 165 BPA Smoking Policy</i> .

<b>Organization</b> Workplace Services (NW)	<b>Title</b> Smoke-Free Workplace	<b>Unique ID</b> 440-1		
<b>Author</b> Guy Kyle	<b>Approved by</b> Chief Administrative Officer	<b>Date</b> 1/25/2017	<b>Version</b> 1.0	Page 3