

AGENDA ITEM 9: POLICY CHANGES: NEW POLICY #3515 SMOKE-FREE WORKPLACE

A) REVIEW/APPROVE NEW POLICY #3515 SMOKE-FREE WORKPLACE

DATE: 01-July-2025

ORIGINATOR: Secretary of the Board, Annie Tansey-Yoakum, with directions from Directors Seney & Gresley

PURPOSE: The purpose of this new policy is to consolidate and retire two antiquated policies (#2195 “Use of Tobacco Products within the District,” and #2197 “Smoke-free Workplace”) and bring regulations around tobacco and smoking under one umbrella.

SUPPORTING DOCUMENTS: Yes, a draft of the policy is attached.

DESCRIPTION: Policy 3515 “Smoke-free Workplace” prohibits the use of smoke and smokeless tobacco, as well as the use of other non-tobacco products on all GMCSO property and provides guidelines for employees and the public.

REASON FOR BOARD ACTION RECOMMENDED: This policy was recommended to be drafted by the policy committee after reviewing existing documents and working on the on-going renumbering project.

ANTICIPATED IMPACTS TO THE DISTRICT: Smoking or smokeless tobacco and vaping or marijuana is prohibited from the GMCSO public areas. May create minor inconvenience to employees who may have to smoke in a designated area.

ANTICIPATED IMPACTS TO THE CUSTOMER: Smoking or smokeless tobacco and vaping or marijuana is prohibited from the GMCSO public areas. May create minor inconvenience to members of the public who may have to smoke in a designated area or on their private property.

DESIRED ACTION BY BOD: Review and motion to approve policy with first reading.

RECOMMENDATION: Approve first reading, waive second reading and approve recommended policy and retire out-of-date policies.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: SMOKE-FREE WORKPLACE
POLICY NUMBER: 3125

3125.1 Purpose: The Gold Mountain Community Services District (GMCS D) is dedicated to providing a smoke-free work environment to protect all employees and visitors from secondhand smoke, an established cause of cancer and respiratory disease. This smoke-free workplace policy further intends to mitigate wildfire risk within the District.

The standards set forth below are effective for all GMCS D locations and vehicles. Compliance with the smoke-free standard is mandatory for all employees and visitors, with no exceptions.

3125.2 Definition: “*Smoking*” refers to the inhaling, exhaling, burning, vaping, carrying, or possession of a lighted cigarette, cigar, pipe, or other equipment for tobacco, marijuana, or other smokable substance. Chewing and smokeless tobacco products are also prohibited under this policy.

3125.2.1 Definition: A “*public area*”, includes all GMCS D indoor and outdoor facilities, including but not limited to walking paths in or around District maintenance buildings; pump houses, leach fields, septic tanks, or other worksites.

3125.3 Smoking is *prohibited* within the buildings, facilities, and vehicles owned or operated by GMCS D. Those who smoke are requested to do so outdoors provided it is a minimum of 20-feet from the entrance or operable window of any GMCS D public area.

3125.4 Personnel that use tobacco or smoke products shall only do so during regularly scheduled break and meal periods and are required to always adhere to this policy while on GMCS D public areas; a designated smoking area *may* be established by the General Manager.

3125.4.1 Tobacco products shall always be disposed of in a safe and responsible manner. Proper disposal receptacles will be provided if the General Manager establishes a designated smoking area for staff.

3125.4.2 Personnel may be exposed to potentially flammable substances or fumes, thus smoking is prohibited while working to mitigate harm to personnel and reduce fire risk to the district.

3125.5 Smoking is allowed in non-District (private) vehicles with no passengers.

3125.6 Gold Mountain CSD complies with all Federal, state, county, and local regulations pertaining to tobacco use and smoking in the workplace.