

ADMINISTRATIVE ORDER NUMBER 7-5

SUBJECT: Smoking and/or Vaping in City Buildings and/or City Vehicles

Responsible Department: Public Works - Facilities

Date Issued: 12-01-1998

Date Revised: 2-23-2011 and 10-29-2018

Approved: *(Signature on File)*

Purpose

To establish a policy and procedure regarding smoking and/or vaping 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 and/or vaping 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 and/or vaping 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 and/or vaping is prohibited in City vehicles.