

Town / City of: *Waterford, Maine*  
Tobacco Policy

The city / town of *Waterford* is dedicated to providing a healthy and productive work environment. Where as the surgeon general has determined that there is no risk-free level of exposure to secondhand smoke, it is our policy to provide a smoke-free workplace.

Smoking tobacco products is prohibited in:

- All city / town owned or leased buildings.
- All city / town owned and leased vehicles.
- All vehicles used in the course of work whenever other employees or another person is in the vehicle for work-related reasons.

Smoking may only occur in outdoor locations that are at least 20 feet from any workplace entryway, vent, window or doorway. Smoking is not allowed in any location that allows smoke to circulate back into the building (22 M.S.R.A. § 1580-A).

This policy applies to all employees, visitors, and contractors and **applies to the following city / town controlled buildings and facilities:**

*Town office / Fire Station  
Transfer Station*

The success of this policy will depend on the courtesy and cooperation of both tobacco smokers and nonsmokers. Each employee is responsible for following and helping enforce the policy. Problems should be brought to the attention of the appropriate supervisor. Violations of this policy will be handled through the established disciplinary procedures.

Smoke-free area signs will be posted at all effected buildings and worksites.

This policy will be posted and copies made available to anyone who requests one. In addition, this policy will be included in employee policy and procedure manuals and introduced during employee orientation.

Date of effect:

Signatures of Selectmen:

*Randy J. Leppard - Chair*  
*Richard L. Hunt*  
*Walter E. Andrews*

*August 23, 2011*

This tobacco policy complies with Maine's Workplace Smoking Act