



## PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 3.04

**APPROVAL DATE:** 12-16-2008

**EFFECTIVE DATE:** 12-31-2008

**REVISED DATE:** 05-20-2013

**POLICY SUBJECT:**

Smoking Policy

**RESPONSIBLE DEPARTMENT:**

Human Resources

**A. PURPOSE:**

The purpose of this policy is to promote a safe and healthy environment for Pennsylvania Turnpike Commission (Commission) employees and the public. It is intended to reduce the health risks associated with exposure to tobacco smoke while developing clear guidelines for smoking on Commission property.

The Pennsylvania Clean Indoor Air Act of 2008 places restrictions on smoking in public places and enclosed or substantially enclosed workplaces and has set forth guidelines regarding smoking and its effect on non-smokers and the public. Additionally, the United States Green Building Council has set guidelines for buildings that have attained the LEED (Leadership in Energy and Environmental Design) Certification as an environmentally designed building.

**B. SCOPE:**

This policy letter applies to employees, supplemental employees, summer employees, contractors, customers and visitors of the Commission. It provides information and guidelines relating to smoking on Commission property.

**C. GENERAL POLICY:**

It shall be the policy of the Commission to regulate smoking on Commission property in accordance with the Pennsylvania Clean Indoor Air Act of 2008 and the United States Green Building Council to accommodate the preferences of both the smoker and non-smoker.

**D. DEFINITIONS:**

Electronic Cigarette- A battery-operated device that contains cartridges filled with a combination of nicotine, flavor and chemicals that are turned into vapor which is inhaled by the user

Smoking- The carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.

Workplace- An enclosed or substantially enclosed area serving as a place of employment, occupation, business, trade, craft, or professional volunteer activity.

**E. PROCEDURES:**

1. Commission Facilities

- a. Smoking is prohibited within the confines of all Commission facilities, including but not limited to Administrative buildings, Maintenance sheds and offices, Fare Collection interchange buildings and toll booths and Engineering trailers. This prohibition is extended to electronic cigarettes and any similar device.
- b. Smoking is prohibited where combustible fumes can collect, such as in a garage, near fuel pumps, in storage facilities, areas where chemicals are used, and all other designated places where an occupational safety or health hazard might exist.
- c. Smoking is permitted outside Commission facilities at designated locations only. Designated smoking locations shall be at least 25 feet from any building entrance, external restroom, operable windows and outdoor air intakes.
- d. Signs defining non-smoking areas shall be posted at main entrances of all Commission facilities. The Facilities and Energy Management (FEMO) Department is responsible for obtaining and supplying smoking and non-smoking area signage.
- e. The individual/department responsible for directing operations at the facility will ensure signs are posted at designated smoking areas, and that the designated smoking location will not inconvenience non smokers, customers or any other individuals.
  - The Director of Maintenance will ensure all changes are implemented at Maintenance locations.
  - The Director of Fare Collections and Field Operations will ensure that all changes are made at Fare Collection Interchanges, district offices and the Western Regional Office
  - The Chief Engineer will ensure that all changes are implemented at Engineering field offices.

2. Company Vehicles

- a. Smoking is prohibited in all Commission owned vehicles, including pool vehicles, all Maintenance and Fare Collection vehicles, Engineering vehicles, Safety vehicles and vehicles assigned to employees. This prohibition is extended to electronic cigarettes and any similar device.
- b. The Maintenance Department will ensure that no-smoking stickers are placed inside all Commission vehicles.

3. Individuals shall only be permitted to engage in smoking as part of, and not in addition to scheduled breaks and lunch periods in designated areas.

4. The provisions of this policy should be made a part of the orientation of new employees, included in employee handbooks, and incorporated into appropriate training programs.

5. Nothing contained in this policy shall be construed to impair or diminish or otherwise affect any contractual agreement, collective bargaining agreement, or collective bargaining procedures.
6. Supervisors have the responsibility to ensure that this policy is adhered to and shall take appropriate action to ensure compliance.
7. Individuals found in violation of this policy shall be subject to discipline, which may include the loss of Commission vehicle privileges, suspension or termination.
8. A copy of this policy will be provided to any employee upon request, and is available on the Commission intranet site.
9. Questions regarding the implementation and enforcement of this policy shall be referred to the Director of Human Resources.

*This Policy Letter supersedes all previous Policy Letters on this subject.*