



## 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:** 03-20-2018

**POLICY SUBJECT:**

Policy on Smoking and Other Tobacco Products

**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 and the use of Other Tobacco Products 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 and use of Other Tobacco Products 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.

Employees are not permitted to Smoke or use Other Tobacco Products in any Commission vehicle, rental vehicle, or Commission facility.

Smoking and the use of Other Tobacco Products are allowed only in designated Smoking Areas which shall be located at least 25 feet from any building entrance or external restroom. Employees who fail to comply with the requirements of this policy shall be subject to discipline, up to and including termination. Any Representative who is determined to have engaged in conduct which violates this policy will be subject to appropriate discipline and corrective action, up to and including termination of his/her business contract or business assignments.

**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. For purposes of this policy, Smoking includes the use of Electronic Cigarettes.

Tobacco – a type of plant, or the dried leaves of this plant which are prepared and smoked in cigarettes, pipes or cigars, or chewed.

Other Tobacco Products – chewing tobacco, snus, dip, snuff or any other product made using tobacco or tobacco leaves.

**E. PROCEDURES:**

1. Commission Facilities

a. Non-Smoking Areas

1. Smoking and the use of Other Tobacco Products are 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.
2. Smoking and the use of Other Tobacco Products are 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.

b. Smoking Areas

1. Smoking and the use of Other Tobacco Products are permitted outside Commission facilities at designated areas only. Designated Smoking Areas shall be at least 25 feet from any building entrance, external restroom, operable windows and outdoor air intakes.

c. Signage

1. Signs defining Non-Smoking Facilities and 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.

d. Responsible Department

1. 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 nonsmokers, customers or any other individuals.

2. Commission Vehicles

- a. Smoking and the use of other tobacco products is prohibited in all Commission owned vehicles, including pool vehicles, all Maintenance and Toll Collection vehicles, Engineering vehicles, Safety vehicles and vehicles assigned to employees.
- b. The Maintenance Department will ensure that no-smoking stickers are placed inside all Commission vehicles.

3. Employees shall only be permitted to engage in Smoking and the use of Other Tobacco Products 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. Supervisors have the responsibility to ensure that this policy is adhered to and shall take appropriate action to ensure compliance.
6. A copy of this policy will be provided to any employee upon request, and is available on the Commission intranet site.
7. 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.*