

## **Town of Norway**

# **Tobacco Policy**

The Town of Norway, Maine 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 second-hand smoke, it is our policy to provide a smoke-free workplace. Smoking tobacco products is prohibited in:

- All town owned or leased buildings
- All town owned or leased vehicles
- All vehicles used in the course of work whenever there are 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 MRSA sec 1580-A). This policy applies to all employees, visitors and contractors and applies to the following town controlled buildings and facilities:

- The Robert Butters Fire Station
- The Town Office
- The highway garage
- All sewer plant facilities and buildings
- Lake Penesseewassee Park, the Cottage Street recreational facilities, and
- the Lovejoy Farm Sports Complex

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. While tobacco regulations may be in effect that are more restrictive than this policy, the more restrictive rules shall apply. 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 in all affected buildings and worksites. The policy will be posted and copies made available to anyone who requests one. In addition, this policy shall be incorporated into employee orientation and procedure manuals.

October 21, 2010

Supplementary Materials: Image/Photo of Map(s), Diagram(s), and/or Selectboard Signatures included in Image Files Folder on this disk.  
For this Ordinance, See Item Number(s) listed below:

Item # 8 (Signatures)

This tobacco policy complies with Maine's Workplace Smoking Act of 1985.