Town of Berwick
Smoking and Tobacco Use Policy

Purpose:

Studies have shown that smoking and other tobacco use cause serious health problems in humans. Further, improperly disposing of smoking materials has been determined to be a fire hazard. The purpose of this Policy, therefore, is to safeguard the health and safety of employees and members of the public and to reduce the effects of other hazards caused by tobacco use.

Policy:

The policy is designed to protect all persons from unwanted exposure and the harmful effects of tobacco products, including electronic smoking matter, is restricted by the guidelines set forth below. The policy is designed to protect all persons from unwanted exposure and the harmful effects of tobacco products.

Procedures:

1. Smoking and other tobacco use (described under "Definition") by employees is prohibited in all Berwick owned and operated vehicles, boats, buildings and facilities.
2. All Town properties with buildings for public or employee use will have a posted sign which stating any smoking, vaping or other use of tobacco products is prohibited.
3. Town owned properties that may be used for town or town sponsored public activities will be posted as No Smoking.
4 In addition to the above prohibitions, smoking and other tobacco use is also prohibited in the following areas:
   - Within 100 feet of any fuel island and/or fuel storage facility.
   - In any Town owned vehicle or piece of equipment.
   - In personal vehicles used for Town business when the vehicle is occupied by more than one person.
   - Memoria1 Field (recreation property at the end of Sweetser Street)
5. Signs and lettering will be posted on all Town buildings stating, "No Smoking."
6. Smoking and other tobacco use on breaks by employees is also governed by collective bargaining agreements.

Definition:

Smoking and Tobacco use — smoking and tobacco use is defined as the smoking, vaping or use of any tobacco products, including but not limited to, cigarettes, cigars, spit and smokeless tobacco, chew, snuff, snus, vaporizes, Dab Pens, electronic cigarettes, electronic nicotine delivery systems (ENDS), electronic smoke delivery systems (ESMs) and other non-FDA approved nicotine delivery devices.

Responsibility:

It is the responsibility of those who choose to use tobacco materials to do so following the guidelines above. It is the responsibility of supervisors to monitor adherence to this policy. All employees will sign documentation showing that they have read and understand this policy. This documentation will be kept in their personnel file.

All employees of, and contractors with the Town of Berwick are expected to comply with this policy. Non-compliance with this policy will result in corrective action.

Smoking Cessation:

Employees who are interested in quitting the use of tobacco products should review their Medical Benefits Covered Expenses document regarding *Nicotine Replacement Therapy.*

This policy will remain in effect until rescinded or modified by a future vote of any Board of Selectmen.

Adopted/Amended: March 2020

Signed:

Thomas J. Wright, Chair

Noah Cobb

Edward L. Graniere

Mark R. Pendergast

Kenneth D. Manning

I (please print)_____have read and understand the Town of Berwick Smoking and Tobacco Use Policy.

Signature Date