

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
TOBACCO FREE CAMPUS	19	3/6/89	10/07/09

PURPOSE

To establish the policy regarding the use of tobacco products on District property. This policy applies to all employees, consultants, volunteers and visitors while on District property and areas designated as District field work sites.

POLICY

1. Otay Water District is dedicated to maintaining a safe and productive working environment for its employees and is committed to taking appropriate action to eliminate threats to employees' health and safety posed by the use of tobacco products. "Use" means a method of consuming tobacco products, including but not limited to smoking, inhaling and chewing. "Tobacco product" means any substance containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, bidis or any other preparation of tobacco.
2. This policy prohibits the use of tobacco products within District controlled properties where employees and other persons will be exposed to secondhand smoke and smokeless tobacco residue. Hence, the use of tobacco products is prohibited on all District-owned property and on District designated field work sites.
3. No ashtrays or other ash receptacles will be placed in areas where the use of tobacco products is prohibited. The only exceptions will be outside the public entrances to District facilities, in order to assist visitors in discarding of their tobacco product.

RESPONSIBILITY

Managers and supervisors are responsible for enforcing this policy in areas under their control.