

September 14, 2004

To: All City Employees, Clients, Contractors & Visitors

Fr: Richard Michaud, City Administrator

Smoke-Free Workplace Policy

1. Purpose
 - A. The City of Saco is dedicated to providing a healthful, comfortable and productive work environment for all of our employees, customers, and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or "spit" tobacco and applies to all employees, customers, and visitors.
 - B. The Environmental Protection Agency (EPA) classifies secondhand smoke as a Class A carcinogen. This is a substance, like asbestos, known to cause cancer in humans.
2. Regulation
 - A.** Because required by law (22 M.R.S.A. § 1580-A) and because of the acknowledged health hazards arising from exposure to secondhand smoke, it will be our policy to provide a smoke-free workplace, **effective November 1, 2004.**
 - 1) There will be no smoking of tobacco products or the use of smokeless or "spit" tobacco within city-owned or leased buildings, including: offices, hallways, restrooms, lunchrooms, elevators, meeting rooms, community areas and garage.
 - 2) There will be no smoking in any city-owned or leased vehicle or equipment.
 - 3) There will be no smoking on city-owned property.
 - 4) This policy applies to all employees, clients, contractors, and visitors.