



BOARD OF TRUSTEES POLICY

TITLE: SMOKE AND TOBACCO FREE WORKPLACE		POLICY NUMBER: 027
EFFECTIVE DATE: 8/27/2014	ORIGINATED BY: HUMAN RESOURCES	SUPERSEDES POLICY NUMBER(S) HR 013 dated 03/04/2001
REVIEW DATE: 8/1/2014	AUTHORIZED BY: BOARD OF TRUSTEES	

1. Purpose: The purpose of this policy is to eliminate smoking and tobacco use in and around facilities operated by Timberland Regional Library (TRL) for reasons of public health and to enhance workplace safety.
2. Scope: This applies to all TRL employees, volunteers and the public.
3. Definitions:
 - a. Facilities include all buildings that are operated by TRL as a part of its library system.
 - b. Smoke or smoking means the carrying or use of any kind of lighted pipe, cigar, cigarette, the use of an electronic cigarette, or any other lighted smoking equipment, device or product.
 - c. Tobacco Free means no use of tobacco in any of its forms, including, but not limited to, smokeless (chewing) tobacco, lighted pipe, cigar, cigarette, electronic cigarette, or any other similar product.
4. Background: None
5. Policy:
 - a. All TRL facilities and TRL owned vehicles are to be smoke free and tobacco free, including within 25 feet of facility entrances, exits, windows that open and ventilation intakes.
 - b. Employees found to be in violation of this policy will be subject to disciplinary action.
 - c. Members of the public found in violation of this policy will be considered disruptive and subject to the TRL Disruptive Patron Behavior Procedures.

6. Citations: RCW 70.160.030, RCW 70.160.075

7. Related References:

- a. TRL Disruptive Patron Behavior Procedures Manual
- b. The Family Smoking Prevention and Tobacco Control Act (www.fda.gov)
- c. Your Guide to the 50th Anniversary Surgeon General's Report on Smoking and Health (www.surgeongeneral.gov)
- d. The Health Consequences of Smoking-50 Years of Progress - a report of the Surgeon General (www.cdc.gov)
- e. The Washington State smoke free website: www.smokefreewashington.com.

8. By the enactment of this policy, the Board of Trustees of Timberland Regional Library concurrently rescinds any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Board of Trustees August 27, 2014



Board of Trustees President

Aug 27, 2014

Date