

Procedure Title:

WORK CONDITIONS & HOURS

PROCEDURE NUMBER: 5-0-5

Policy Title:

Smoking

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. In keeping with Keystone's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail. Smoking in agency owned vehicles or in a staff's personal vehicle, while clients are present, is prohibited at all times.
2. This policy applies equally to all employees, customers, and visitors.
3. Supervisors will train each of their employees in fire and smoking safety in addition to the established smoking areas for that specific location.

NOTES: