

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

SMOKING ORDINANCE

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PURPOSE

The purpose of this procedure is to establish Fire Department policy pertaining to smoking, and to provide guidelines to regulate smoking in Department facilities in accordance with City of Phoenix Ordinance G-2865.

POLICY

The Phoenix Fire Department fully supports the concept that all members have a right to work in facilities that are free of pollution, which may affect their health and comfort. Because evidence indicates that smoking presents severe hazards to health, the department is opposed to smoking and supports activities, which encourage department members to stop smoking. In support of this commitment, the department will consider smoking a factor when making initial employment selections.

GENERAL GUIDELINES

Restrictions on smoking are to ensure the health and comfort of others are not compromised by pollution from smoking.

Where department members believe they are at risk or experience discomfort as a result of smoke in the workplace, they should state those objections to their supervisors. Supervisors shall use their best efforts to reasonably accommodate the preferences of non-smoking and smoking employees. In doing so, the department is not required to make expenditures or structural changes to places of employment. If no accommodation can be reached in any given work area that is satisfactory to all affected non-smoking employees, the preference of non-smokers shall prevail and the supervisor shall prohibit smoking in that work area.

SMOKING PROHIBITED

Under Ordinance G-2865 smoking is prohibited in the following areas:

PUBLIC AREAS

Conference rooms

Meeting rooms

Classrooms

Theaters/Auditoriums

Restrooms

Reception

Lobbies/Hallways

Stairways/Elevators

Public service counters

Lines at public service counters

PROVISION OF SMOKING AREAS

Smoking may be permitted in designated areas if the area does not exceed in size the non-smoking area and if non-smoking individuals have a reasonable opportunity to conduct normal activity in a smoke free environment.

Designated smoking areas must be marked with appropriate signs.

PROVISION OF SMOKING AREAS

Smoking may be permitted in cafeterias, lunchrooms and lounges and other designated areas if a separate, non-smoking area of not less than one-half of the total area is maintained.

Smoking may not be allowed if the total size of the area is not conducive to establishing separate smoking and non-smoking areas.

FIRE DEPARTMENT FACILITIES

Administrative Locations

All Department Administrative locations shall comply with the requirements listed in the preceding sections. Smoking is permitted in individual offices and common work areas as long as it does not present a danger to health, or a cause of annoyance or discomfort to others.

Fire Stations

Fire stations shall be considered common work areas where smoking may be permitted if it does not present a danger to health or a cause of annoyance or discomfort to others. Public reception areas in fire stations shall be designated no smoking areas.

PROGRAM MANAGEMENT

All department supervisors are responsible for ensuring that smoking is regulated in compliance with this procedure and Ordinance G-2865. The Safety Officer shall work with facility supervisors to ensure that appropriate smoking/no-smoking areas are designated and marked.

COMPLAINT PROCESS

City Employee

Employees should direct complaints regarding smoking to their immediate supervisor. Supervisors shall work with their Battalion Chief or Section Head to resolve complaints. All complaints shall be resolved within five days of receipt.

Written appeals may be submitted to the City Personnel Safety Division for review. The Safety Division will submit a recommendation to the department.

Written appeals of Personnel Safety Division recommendations may be submitted to the Internal Smoking Guidelines Committee, which will make a recommendation to the City Manager for a final decision.

Citizen Complaint

Citizen complaints should be referred to the area supervisor for action. If the complaint involves another citizen, the supervisor shall advise the offender of City Policy and Ordinance G-2865 and refer the complaint to the Phoenix Fire Prevention Smoking Hot Line 261-8322.