

SOP #5

Salem Public Works Department  
Standard Operating Procedures

**SMOKING POLICY**

**EFFECTIVE DATE:**

September 11, 2000

**REVISION DATE:**

March 1, 2004

It is the policy of this Department that the smoking of cigarettes, cigars, pipes or the use of any tobacco product including, but not limited to, snuff, chewing tobacco, and similar items is not allowed within any Town owned vehicle, building, or other structure. Smoking will not be allowed within twenty (20) feet of any entrance or exit so as to not be a health risk or nuisance to non-smokers entering or leaving these facilities.

Smoking breaks must be approved by the on-site supervisor.