





## HUTTO FIRE RESCUE

### WILLIAMSON COUNTY EMERGENCY SERVICES DISTRICT #3

#### STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURE – Human Resources  <b>#2-1.9 (Revised)</b>  ISSUE DATE: January 1, 2022 EFFECTIVE: January 1, 2022	RESCINDS: #2-1.9: Tobacco Use (2009), (2018)
SUBJECT:  <b>TOBACCO USE POLICY</b>	AUTHORIZED BY:  Williamson County ESD #3 Board of Commissioners
REFERENCE / AUTHORITY:	APPLIES TO: <input checked="" type="checkbox"/> Full Time Uniformed Staff <input checked="" type="checkbox"/> Volunteer Uniformed Staff <input checked="" type="checkbox"/> Civilian Staff <input checked="" type="checkbox"/> ESD Commissioners
TFCA BEST PRACTICES: Chapter (s) : Item (s) :	CPSE / CFAI ACCREDITATION:  

#### PURPOSE

This procedure establishes a tobacco use policy which fairly balances the health concerns of those members of Hutto Fire Rescue/Williamson County Emergency Services District #3 (Hutto Fire Rescue) that do not use tobacco as well as those members that do use tobacco.

#### BACKGROUND

Hutto Fire Rescue 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 and other tobacco use presents severe hazards to health and wellness, Hutto Fire Rescue supports activities which encourage members to stop using tobacco. Restrictions on the use of tobacco are to ensure the health and comfort of others is not compromised by pollution from tobacco use.

#### POLICY

#### DEFINITIONS

**Tobacco products:** cigarettes, cigars, pipes, chewing tobacco, and electronic delivery devices (i.e., vaping, electronic cigarettes, etc.).

**GENERAL**

- A. Where Hutto Fire Rescue members believe they are at risk or experience discomfort because of tobacco use in the workplace, they should state those objections to their supervisors.
- B. Supervisors shall use their best efforts to reasonably accommodate the preferences of non-tobacco users and tobacco users.
- C. Hutto Fire Rescue is not required to make expenditures or structural changes to places of employment.
- D. If no accommodation can be reached in any given work area that is satisfactory to all affected non-tobacco employees, the preference of non-tobacco users shall prevail, and the supervisor shall prohibit tobacco use in that work area.

**NON-TOBACCO USE/TOBACCO USE AREAS**

- A. The following areas are considered **Non-Tobacco Use Areas:**
  - 1. Fire Station Living Facilities.
  - 2. Administrative Offices (includes officers' locations).
  - 3. Hutto Fire Rescue Vehicles and Apparatus.
- B. The following areas are considered Tobacco use area:
  - 1. Fire Apparatus Bays.
  - 2. Outside smoking areas.

**COOPERATION**

- A. Tobacco users shall clean any ash trays, areas, etc. and be responsible for any necessary cleaning and policing.
- B. All tobacco waste shall be deposited in appropriate receptacles. Smoking materials shall be disposed until fully extinguished. All other tobacco waste shall be deposited in waste receptacles.
  - 1. Do not leave smoking debris laying around on the ground.

- C. Members that use chewing tobacco, snuff, dip, etc. shall not leave "spit cups" setting around the tobacco use area or any other area of the fire station or offices.

**SAFETY**

- A. All normal fire safety measures will be followed concerning any smoking materials.
- B. Precautions shall include, but not be limited to:
1. Use of good quality ash trays.
  2. No utilization of waste baskets, etc. until all butts and ashes are fully extinguished.
  3. No smoking near oxygen in use or any other hazardous situation such as refueling a vehicle.

**TOBACCO-USE CESSATION**

- A. The *American Heart Association* continues to advocate that adequate resources be provided for tobacco cessation programs. While prevention programs may be able to prevent new smokers from ever becoming addicted to nicotine, about one-third of tobacco users will die prematurely because of their dependence on tobacco unless treatment efforts are increased. Tobacco-use cessation or treatment programs offer the best hope for helping these people.
- B. Tobacco-use cessation programs available to all Hutto Fire Rescue members includes:
1. Hutto Fire Rescue Member Assistance Program.
  2. International Association of Fire Fighters (IAFF) - Pfizer program.
  3. CVS Pharmacy Minute Clinic program.