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take time to be safe

LANGLEY RESEARCH CENTER

SA-08-90

DATE: May 11, 1990

TO: All Facility Safety Heads
All Facility Coordinators

FROM: 429/Chief, Systems Safety, Quality and Reliability Division

SUBJECT: Revised Center Policy on Designated Areas for Tobacco Smoking

The Center will implement, on July 1, 1990, a revision to our existing policy regarding smoking in the workplace. The policy revision will prohibit the smoking in all facilities except in designated smoking areas. There will be additional information provided on this policy in the next few weeks to all employees and contractors here. Further, there will be information made available regarding "Smoking Cessation" classes and aids available through our Occupational Health Services Office.

This policy change has been coordinated with the Union representatives.

The selection of those specific areas in buildings where smoking will be permitted can be significantly facilitated with your input and cooperation. Because there are so many buildings and facilities on site, we are asking that Facility Safety Heads and Facility Coordinators review their assigned areas and recommend specific area or areas that can be designated for smoking. Guidelines are provided (on the reverse side) to assist you in this task. This selection process should be completed by June 8, 1990.

Commencing on June 11, 1990, a representative from the Systems Safety, Quality and Reliability Division will visit each facility to review the selected area/areas to determine compliance and to consider any potential problems that might require management attention.

In facilities where selection of a "smoking permitted" area cannot be resolved, a Committee composed of representatives from Safety, Health and the Union involved will determine the final location. Employees should be made aware that they may voice their concerns regarding the area selected for smoking directly to their Union representatives. Such concerns will then be coordinated with this office for resolution. Facility Safety Heads and Facility Coordinators are encouraged to involve employees in the selection of smoking areas and to assure that occupants of their assigned facilities are aware of the area/areas that are to be designated for smoking. Appropriate signs and decals will be distributed prior to July 1, 1990, for posting on all building doors and accesses.

Your cooperation is essential.

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GUIDELINES

Smoking areas <u>will not be permitted</u> in any of the following:

- Classrooms
- Conference Rooms
- Visitor Center
- Library (except in designated areas)
- Private Offices
- Common Work Areas
- Auditoriums
- Computer Areas
- Cafeteria (except in designated areas)
- Any area not specifically designated for smoking
- Elevators
- Stairwells
- Waiting Rooms
- Copier Rooms
- Mail Rooms
- Reception Areas
- Shop Areas
- Medical Facilities
- Hallways (frequently used)
- Foyers

Areas which can be designated for smoking:

- Empty rooms with direct air exhaust to the outside
- Infrequently used hallways
- Outdoor areas
- Break rooms (with separate air exhaust to the outside) if multiple rooms are available
- Rest rooms, provided multiple rest rooms are available for nonsmokers

In some instances there may be no area suitable for designation as a smoking area. In such situations, the facility will in its entirety be designated as "No Smoking Permitted".