

UPF Smoking/Tobacco Use Policy

Prepared by:



Matthew Putinas
UPF Construction Site Manager

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Date

Approved by:



Jamie Horning
UPF BNI ES&H Manager

05/16/18


Date



Robert Johnson
For Gary Hagan
Gary F. Hagan
UPF ES&H Manager

05/16/18

Date



Catherine Flavin
UPF Deputy Project Director

05/24/18

Date


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This document has been reviewed by a Y-12 DC /
UCNI-RO and has been determined to be
UNCLASSIFIED and contains no UCNI. This review
does not constitute clearance for Public Release.

Name:  Date: 05/24/18

REVISION LOG

Revision	Description	Intent	Non Intent
0	Initial Issue. This is a new Policy for UPF Construction, and is responsive to Condition Report 25774-000-GCA-GAM-00590, Action #1.	N/A	

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1.0 INTRODUCTION

1.1 Purpose

The purpose of this policy is to ensure the health and safety of employees supporting the Uranium Processing Facility (UPF) and to providing a comfortable, productive environment. All UPF employees (including Consolidated Nuclear Security, LLC [CNS], Bechtel National, Incorporated [BNI], or subcontractor) will comply with this policy.

1.2 Scope

This policy applies to all areas and all personnel (employees, visitors, and subcontractors) inside the UPF Construction footprint. This footprint includes areas remote from the main UPF Construction site. This policy is complimentary to CNS Y-12 National Security Complex (Y-12) Y12-024, *Smoking Policy*.

1.3 Administration

UPF Construction Management is responsible for the proper administration of this policy, including set-up of designated smoking areas at the UPF Construction site(s) in accordance with the policy requirements wish follow. The Construction Manager maintains overall responsibility for the administration and enforcement of this policy. The Project Field Superintendent may act as the Construction Manager's designee.

2.0 UPF CONSTRUCTION SMOKING / TOBACCO USE POLICY

2.1 General Guidelines

Tobacco products, including cigarettes, e-cigarettes/vapor devices, cigars, smokeless or chewing tobacco, etc., are only permitted in designated smoking areas (except as outlined in Section 2.3.2). These items must remain covered and be carried directly to an authorized area.

The use of tobacco products should not interfere with the performance of work activities and should not interrupt an employee's schedule or result in excessive time spent away from work.

2.2 Inappropriate Use of Tobacco Products

Tobacco products should not be used in an office or work space, indoors, or in any other non-designated location. Such use is considered inappropriate and subject to disciplinary action.

Use of tobacco products that interferes with an employee's work performance or schedule is inappropriate. If it is discovered that an amount of time spent using tobacco products is impacting work performance, disciplinary actions will be taken.

2.3 Smoking Policy

At work locations throughout the UPF Construction footprint, smoking is allowed when the following controls are established and maintained:

- Designated smoking areas are positioned in areas that are away from personnel, at least 25 feet from building entrances and ventilation intake ducts.

<i>UPF Smoking/Tobacco Use Policy</i>

- Smoking in common areas, such as safe walkways and to and from the parking lots, is prohibited. Smoking at UPF bus stops or on buses is prohibited.
- All smoking areas are clearly-labeled, by signage, as designated smoking areas. (Please note that this is also required by UPF-CP-200, *UPF General Safe Work Practices*.)
- Designated smoking areas contain cigarette receptacles for discarded cigarette butts, and the receptacles cannot be moved. The receptacles must remain a minimum of 25 feet away (farther if necessary) to prevent infiltration into buildings or structures.
- Designated smoking areas will contain, or have immediately adjacent to the smoking area, a mechanism to extinguish a fire in the butt can; acceptable means are water-cans, five-pound fire extinguishers, etc.
- A designated smoking area may be shared with adjacent work area.
- All discarded cigarette butts shall be placed in a cigarette receptacle. This applies when working in remote areas or traveling in a personal vehicle.

2.3.1 UPF Construction Office Areas

Designated smoking areas will be established for UPF Construction Office Areas, such as the Construction Support Facility and the Training In-Processing Center. Those areas shall meet this policy. Use of tobacco products and/or smoking in UPF Construction Office Areas is prohibited except as outlined in this policy.

2.3.2 UPF Construction Field Areas

Designated smoking areas for UPF Construction Field Areas will be established and shall meet the requirements of this policy. Regarding smokeless tobacco, its use will be allowed, in accordance with Construction Management's determination, provided that the residual is captured and contained in an opaque container and is disposed of in a waste receptacle in a sanitary manner.

The use of tobacco products, including cigarettes, e-cigarettes/vapor devices, cigars, smokeless or chewing tobacco, will be allowed in remote areas by personnel operating open-cab equipment, provided housekeeping is maintained and the area is sufficiently remote from non-smokers (a minimum of 25 feet) to demonstrate courtesy to the non-smokers.

Allowances have been made for UPF Construction Field Areas in an attempt to provide an environment which facilitates productive work while not being overly-restrictive. Tobacco users in these areas should be mindful that these allowances should not be taken for granted. Tobacco users should provide proper housekeeping, and should demonstrate courtesy and respect toward the non-smokers in the area.

This policy will be revised as appropriate and as the UPF facilities under construction become roofed structures.

The expectation of Construction Management is that this policy will be followed, with an emphasis on proper housekeeping (e.g., cigarette butts are placed into receptacles and not in any other locations, disposal of smokeless tobacco residual is conducted in a sanitary manner, etc.). If needed, Construction Management may rescind this policy or modify it to be more restrictive if users are not compliant with the conditions stated.

2.4 Discipline for Policy Noncompliance

If an employee is found to be noncompliant with the UPF Smoking/Tobacco Use Policy, then a progressive discipline approach will be taken. Procedure Y11-95-005, *UPF Project – Employee Discipline*, outlines the recommended discipline for actions that are noncompliant.

3.0 RECORDS

None.

4.0 REFERENCES

4.1 Source References

Y12-024, *Smoking Policy*

4.2 Interfacing References

UPF-CP-200, *UPF General Safe Work Practices*

Y11-95-005, *UPF Discipline Procedure*

5.0 SUPPLEMENTAL INFORMATION

Appendix A, Acronyms and Definitions

APPENDIX A

Acronyms and Definitions

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ACRONYMS:

BNI	Bechtel National, Incorporated
CNS	Consolidated Nuclear Security, LLC
ES&H	Environmental, Safety, and Health
UPF	Uranium Processing Facility
Y-12	Y-12 National Security Complex

DEFINITIONS:

None