



SAFETY MANAGEMENT MANUAL

2.4 SMOKE-FREE AND VAPE-FREE WORKPLACE POLICY

Originator:

Hank Ayers

Approved By:

Timothy Twomey

1. Purpose

The purpose of this procedure is to set forth a Smoke-free and Vape-free Workplace Policy as it applies to the Safety Management System at Woods Hole Oceanographic Institution.

2. Scope

Woods Hole Oceanographic Institution has a Smoke-free and Vape-free Workplace Policy. This policy extends to vessels managed and operated by the Woods Hole Oceanographic Institution.

3. Reference

The Woods Hole Oceanographic Institution [WHOI] is committed to providing a safe and healthy workplace and learning environment for our employees, students, postdocs and visitors.

This policy applies to all employees, guests, emeritus, students, postdocs, vendors and independent contractors.

WHOI Smoke-free and Vape-free Workplace Policy statement in the Personnel Practices & Procedures and on the WHOI policies web-site.

4. General

Smoking any tobacco or tobacco-like product, or using electronic nicotine or other substance delivery systems (also known as e-cigarettes, e-cigars, e-hookahs, vape devices and e-pipes) is not allowed anywhere within the interior spaces of vessels managed or operated by the Ship Operations Group. There are NO exceptions to this policy. During foul weather, at the Master's discretion, smoking or use of other noted systems may be allowed in the aft hanger on **ARMSTRONG** and in the ROV hanger on **ATLANTIS**. At other times, smoking may be allowed on the weather decks, as long as it does not interfere with the general practice of good seamanship or scientific data collection, and occurs well away from house intake vents and flammable liquids. Additionally, the practice of selling tobacco or tobacco like products to crewmembers and /or technical staff from bonded stores on board WHOI vessels is not allowed.

WHOI provides programs for students, employees and family members who wish assistance to stop smoking. These programs are offered by the Employee and Student Assistance Program (ESAO) through the Wellness Corporation.