

Policy & Procedure Manual

NO SMOKING POLICY – HR-III-9

POLICY:

In compliance with the Smoke Free Ontario Act and in the interest of individuals and employee's health, the Senior Management, together with the endorsement of the Board of Directors, has declared that all interior OPTIONS northwest worksites, including OPTIONS northwest vehicles, are to be **smoke/vape free**.

Therefore, all worksites shall be non-smoking and non-vaping. Smoking and vaping will be permitted only in those designated areas outside a building, which will be located at least three (3) meters from the entrances of all worksites. Such designated areas will have an appropriate fireproof container for the disposal of ashes/butts.

When employees are supporting individuals in the community or in the outdoors, smoking and vaping is not permitted except in cases where the employee is entitled to a rest break. When an employee is on a rest break while continuing to support individuals, smoking and vaping is not permitted within three (3) meters of the individual, in order to minimize exposure to second hand smoke and vapour.

PURPOSE:

1. To provide a healthy work environment, free from direct exposure to second hand smoke and vapour.
2. To promote healthy living for individuals and employees alike.
3. To comply with Provincial Legislation.

PROCEDURE:

1. The Supervisor of each work location shall ensure a copy of this policy is posted at each worksite and shall ensure employees are aware of the same.
2. The Supervisor shall ensure that the employees are advised of the designated outdoor smoking/vaping area and shall ensure the appropriate fireproof containers are located in such areas.

PROCEDURE (continued):

3. The Supervisor of each worksite, or the landlord, as appropriate, shall ensure that No Smoking/No Vaping signs are posted at each entrance and in each washroom that is accessed by those from the public.
4. All employees, visitors, volunteers and students are expected to comply with this policy.

Note: A copy of the Smoke Free Ontario Act is available for viewing at the Administrative Office.

RECOMMENDED BY: Director, Human Resources

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: February 1995

AUTHORIZED BY: Executive Director

SIGNATURE:

