



POLICY & PROCEDURE

SECTION: HUMAN RESOURCES

NO: HR-HS-02

REFERENCE: HEALTH AND SAFETY

**Date:
December 3, 2020**

**Next Review Date:
December 2022**

TITLE: SMOKE AND VAPOUR FREE WORKPLACE POLICY & PROCEDURE

1.0 POLICY STATEMENT

- 1.1 The purpose of this policy is to protect employees from the potential hazards related to direct exposure to environmental smoke or vapour, clarify and enforce the legislative requirements of the Smoke-Free Ontario Act and the Tobacco and Vaping Products Act, and enhance the legislative requirements, where deemed necessary to protect our employees.

2.0 SCOPE

- 2.1 The following are subject to this policy and procedure:
- a. City of Dryden employees (permanent, casual, students or contract);
 - b. City of Dryden members of Council;
 - c. City of Dryden Boards and Agencies (Library Board, Police Services Board, Dryden Development Corporation Board, Museum Advisory Board); and,
 - d. Contractors, Agents and Consultants.

3.0 DEFINITIONS

- 3.1 A City Workplace is:
- a. Any building or part of a building where one or more employees work and includes, but is not limited to the following:

- i. Employee eating areas, change rooms, washrooms and lounge areas;
 - ii. Stairwells, entrances, parking garages, service bays, loading and receiving areas and warehouses;
 - iii. Offices, general or private, customer service areas.
- b. Any City owned or leased vehicles or motorized equipment and in personal vehicles used for work purposes; and,
- c. Outside worksites including parks, patios, playgrounds and sports venues where employees are performing their duties.

4.0 TERMS AND CONDITIONS

- 4.1 The following terms and conditions apply to this policy and procedure:

Smoking or use of vaping products is strictly limited to outdoor areas that meet the following criteria:

- a. Located at least nine (9) metres from other employees;
- b. Located at least nine (9) metres from any public building entrance, window, ventilation area or hazardous storage area;
- c. Located at least twenty (20) metres from any park, playground, splash park, skateboard park or sports area or sports field;
- d. All materials used for smoking including cigarette butts will be extinguished and disposed of in appropriate containers;
- e. Area to be kept clean; and,
- f. Does not occur during work activities.

5.0 ROLES AND RESPONSIBILITIES

- 5.1 All employees share the responsibility to ensure a smoke-free/vapour free environment. The particular responsibilities of management and non-management employees are specified below.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation or Union agreement.

5.2 All employees shall:

- a. Comply with the Smoke and Vapour Free Workplace policy and procedure, the **Smoke-Free Ontario Act** and the **Tobacco and Vaping Products Act**.

5.3 Department Managers and Supervisors shall:

- a. Respond to and investigate complaints of smoking or using vaping products in the workplace and to take steps to ensure compliance with the Smoke-Free Ontario Act, the Tobacco and Vaping Products Act and with this policy and procedure by:
 - i. Directing employees who are smoking or using a vaping product in a City workplace to stop smoking/vaping immediately;
 - ii. Disciplining an employee who continues to smoke or use a vaping product in the workplace in accordance with this policy and procedure and in consultation with Human Resources;
 - iii. Providing and posting prescribed signs prohibiting smoking or using vaping products in the workplace;
 - iv. Providing education and information to employees about the Smoke-Free Ontario Act, Tobacco and Vaping Products Act and this Smoke and Vapour Free Workplace Policy and Procedure; and,
 - v. Providing information and support to employees who wish to stop smoking or stop using vaping products.

6.0 COMPLIANCE AND VIOLATIONS

- 6.1 Users found to be acting in contravention to this policy shall be dealt with according to the City's Code of Conduct Policy (HR - CO - 01) and (HR - DI - 01) Discipline Policy.

History			
Approval Date:	January 19, 2015	Approved by:	By-law 4268-2015
Amendment Date:	June 24, 2019	Approved by:	By-law 4644-2019
Amendment Date:	December 3, 2020	Approved by:	CAO
Amendment Date:		Approved by:	

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