



**HUMAN RESOURCES AND CITIZEN
SERVICE POLICIES**

**Section
IV**

**Policy
02**

Title:	Smoke Free Workplace		
Applies To:	All Employees	Approval Date December 1994	Revision Date December 2016

Policy Statement:

The Region provides a smoke-free work environment.

Definitions:

Smoke-free: free from the cloud of black, gray, or white gases, vapours and dust that is produced by burning such things as a cigarette, cigar, pipes, electronic cigarette, vapourizer, electronic nicotine delivery system, etc.

Smoking: is a practice in which a substance is burned or heated and the resulting smoke /vapour breathed-in to be tasted or inhaled.

Operating Details:

Smoking is not permitted

- **Within nine metres of entrances to Regionally owned buildings or facilities.**
- Inside any building, facility, vehicle, equipment, etc., over which the Region has control and/or jurisdiction. This includes but is not limited to: stairwells, landings, foyers, loading and receiving areas, storage areas, basements, indoor parking areas, **vehicles parked in indoor parking areas**, dining rooms, offices, meeting rooms, locker rooms, garages, service bays, **patios**, and warehouses.
- In hazardous areas which have been designated as “non-smoking” such as areas which are near flammable or combustible storage.

Smoking is permitted

- **In designated smoking area(s) which have been determined by Facilities Management, in consultation with management of the building.**
 - In open areas such as outdoor parking lots, open yards, etc., provided they are not within nine metres of any Regionally owned building or facility.
 - by residents of Sunnyside Home in the area outside designated for that purpose.
- Designated** smoking and smoke-free areas will be clearly signed.

When providing Regional services in a client's home employees have the right to a smoke-free environment.

If a person smokes in the employee's presence the employee may politely and respectfully request that the person not smoke in their presence while they are providing services.

If the person refuses to comply with the request, the employee may leave the home, unless to do so would present an immediate serious danger to the health of any person.

The employee must, within 30 minutes of leaving the home or as soon as reasonably possible, advise their Supervisor or another member of management by phone that they have left the home

Once informed of the action the employee has taken, the supervisor will review the situation with the employee, explore options for service delivery and take appropriate action in order to ensure that the service is appropriately maintained and the employee is protected.

Employees found to be in violation of this policy may be subject to the progressive discipline process.

The Facilities Management "No Smoking Procedure" outlines the steps to follow for smoking related incidents.

See Also:

- [I-01 Breaks](#)
- Smoke-Free Ontario Act and Regulation
- No Smoking Procedure – Facilities Management ([DOCs #431683](#))

For Further Information Please Contact:

- Manager, Health and Safety, Human Resources and Citizen Service
- Manager, Property Management, Corporate Services