

# HALDIMAND COUNTY

## POLICY No. 2002-02

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**Subject:**      **Smoke-Free Workplace Policy**

**Purpose:**

The Corporation of Haldimand County recognizes that environmental tobacco smoke has been well documented as a Class A carcinogen (in the same class as asbestos and benzene), a toxic substance and a health hazard. The Smoke-Free Workplace Policy is an effort to consider the needs of smokers and non-smokers alike and to provide a safe and healthy working environment for all employees.

**Policy:**

1. The Corporation of Haldimand County's smoke-free workplace policy will apply to the Corporation's administrative offices as well as all other buildings and facilities owned or leased by the County and all County vehicles, whether owned or leased, now or in the future.
  2. All employees, as well as visitors, are expected to comply with the smoking regulations detailed in this policy.
  3. The role of the employee will be to respect the smoke-free policy and smoke only in areas that are designated for smoking. All employees shall also be expected to advise any persons found to be violating this policy of the existence of smoking restrictions and requesting their compliance with this policy. The role of management is to enforce this policy without exception.
  4. (a) No person shall smoke:
    - (i) Within 9 metres (approximately 30 feet) of any entrance to any owned or leased County building or structure.
    - (ii) Inside any owned or leased County building or structure unless there is a specific designated area that meets all the requirements of the *Smoking in the Workplace Act*, the *Occupational Health and Safety Act* and the Haldimand County smoking by-law in effect at any time.
    - (iii) Within any County owned or leased vehicle.
- (b) Smoking is permitted in the designated areas under the following conditions:
- (i) During recognized employee breaks and meal periods provided that it is undertaken in locations pursuant to this policy.

- (ii) All cigarette butts are disposed of in receptacles that are provided for this purpose.
- 5. Smoking in any area other than the designated smoking areas will be considered an infraction of this policy.
- 6. Copies of this policy will be posted in all municipally owned or leased facilities.
- 7. Violations of this policy will be subject to disciplinary actions in accordance with collective agreements and Corporate policy.

**Application:**

This policy applies to all County owned or leased facilities including administrative offices and all service facilities as well as all County vehicles, whether owned or leased. The policy will be enforced on a complaint basis.

**Definitions:**

“Employee” includes a person whose services are contracted for by the Corporation of Haldimand County;

“Corporation” means the Corporation of Haldimand County;

“Municipal facility” includes a structure, building and facility owned or leased by the Corporation of Haldimand County;

“Smoking” includes carrying a lighted cigar, cigarette or pipe and “smoke” has a corresponding meaning.

“Designated area” – as defined under the *Smoking in the Workplace Act* and meeting the requirements under the smoking by-law in effect at any time.

“Employee break” as per the applicable Collective Agreement or amended ESA.

<b>Topical Index</b>	Administration
<b>Policy Number</b>	2002-02
<b>Short Title</b>	Smoke-Free Workplace Policy
<b>SMT Approval Date</b>	September 5, 2002
<b>Council Approval Date</b>	General - September 16, 2002 Recommendation # 8
<b>Council Resolution Number</b>	September 23, 2002 Resolution # 339-02
<b>Originating Department</b>	CS-HR-09-2002
<b>Revisions</b>	