

CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN

SUBJECT:	SMOKE- FREE WORKPLACE			
TYPE:	HUMAN RESOURCES	POLICY NO. HR-008-00		
DATE:	REVIEW DATE:	FREQUENCY:	REL. BY-LAW:	PAGE #:
Oct, 26, 2018		As Required	18-	2
Revisions				
Oct. 26, 2018 New Policy				

I. Policy Statement:

The Corporation of the Township of South Algonquin is committed to providing a healthy and safe work environment for its employees, clients, contractors and visitors using our premises and recognizes the known hazards of exposure to second-hand smoke.

SMOKING PROHIBITIONS:

In order to reduce the exposure to second hand smoke, smoking is prohibited in any building or structure owned by the Corporation of the Township of South Algonquin.

1. No person shall smoke in any building or structure owned by the Corporation of the Township of South Algonquin. This includes inside all enclosed workplaces, workplace vehicle and public spaces.
2. No person shall smoke within nine (9) metres from any entrance, exit, window or walkway of any building or structure owned by the Corporation of the Township of South Algonquin.
3. Smoking restrictions in outdoor public spaces shall be governed by the Smoke-Free Ontario Act and any other applicable legislation and by-laws.

DEFINITIONS:

“Property” means any lands which belong exclusively to the Township of South Algonquin and to which legal rights apply.

“Smoke or Smoking” means the inhaling, exhaling, burning or carrying of any lighted cigar, cigarette, e-cigarette, pipe or other lighted smoking equipment.

“Entrance or Exit” means an exit or entrance used by the public, staff, tenants or contractors and includes shipping and receiving areas.

SUBJECT: FIT FOR DUTY POLICY	POLICY NO: HR-007-00
DATE OF ISSUE/REVIEW DATE: October 26, 2018	Page 2 of 2

PROCEDURE:

1. Service contracts will require contractors and suppliers to conform to the Policy.
2. Compliance:
 - a) If an employee is seen smoking other than in the identified areas the appropriate Supervisor or Department Head will be notified. It is the responsibility of management representatives to monitor compliance with the policy among all employees and visitors and to document clearly all steps taken in the application of the policy.
 - b) Township of South Algonquin employees are encouraged to promote compliance of the policy to ensure its effectiveness. Anyone witnessing a contractor or visitor smoking where smoking is prohibited will advise the person of the policy and refer them to signage. If the person refuses to comply, the employee will immediately notify the appropriate Supervisor or Department Head, who will inform the individual of the Corporate Policies and Procedures. If the individual continues smoking in a restricted area, they will be asked to leave the property.