

Policy Name:	SMOKING	 <p><b>coast mountain college</b></p>
Approved By:	President's Council	
Approval Date:	October 16, 2018	
Amendment Date:	N/A	
Policy Holder:	Human Resources & Student Services	
Policy Number:	HR-007	
Category:	Health & Safety	

## SMOKING

### 1.00 PURPOSE

Coast Mountain College (the College) is committed to providing employees and students a safe, healthy, and productive work and learning environment. This policy is intended to help ensure proper standards of work and learning are maintained throughout the College, to promote a smoke-free environment and control involuntary exposure to harmful substances produced by restricting smoking within and on the College property.

### 2.00 SCOPE AND APPLICATION

2.01 This policy applies to all members of the College Community whenever on College property, operating a College vehicle, at a College-related activity or otherwise representing the College.

2.02 This policy is not intended to supersede or interfere with collective agreements, relevant education policies, or with prevailing laws. To the extent there is any conflict between this policy and those agreements, policies or law, those agreements, policies or laws apply. Where this policy and applicable legislation set different standards, the more stringent of the two standards will apply in the interim while the policy is revised.

### 3.00 DEFINITIONS

- 3.01 College Community: students, applicants, alumni, visitors, employees, contractors, sub-contractors, volunteers, agents, and members of the Board of Governors of the College.
- 3.02 College Property: any property, including grounds and buildings, structures and facilities, which are owned or leased, or used under the aegis of the College. This includes outdoor patios, fields, fountains, bike shelters, bus stops and shelters; any vehicle used by the College, and all College Residences.
- 3.03 Smoking: the act of inhaling smoke, produced by the combustion of an element, through the mouth, including tobacco or cannabis related products in a cigarette, e-cigarette, cigar, pipe or other method.
- 3.04 e-cigarette: (a) a product or device, whether or not it resembles a cigarette, containing an electronic or battery powered heating element capable of vapourizing an e-substance for inhalation or release into the air; (b) a prescribed product or device similar in nature or use to a product or device described in point (a).
- 3.05 FSEAP: the employee assistance program for employees of the College.
- 3.06 Keep Me Safe: the counselling referral service for all registered students at the College.
- 3.07 Supervisor: any employee who is responsible for the safety and wellbeing of the College community. For the purpose of this policy only, this includes but is not limited to College coordinators, supervisors, managerial positions, and instructors.

### 4.00 POLICY

- 4.01 The College promotes a smoke-free environment for the College Community. The College aims to meet all applicable environmental smoke regulations and compliance requirements. Therefore, smoking, including the use of e-cigarettes, is not permitted on College property except in designated smoking areas. This restriction includes inside of College owned or leased vehicles and equipment.
- 4.02 Appropriate outdoor smoking locations are limited to areas that are located at least 9 meters (30 feet) from:
- Building doors
  - Windows (that can be opened, whether or not they are opened or not)
  - Outdoor eating areas (where picnic tables are available for use)
  - Building air intakes
  - Covered walkways

4.03 The College provides assistance to employees who wish to cease smoking through the Employee and Family Assistance Program.

4.04 The Facilities department will place appropriate signage near exterior doorways to remind of the smoking requirements.

#### 5.00 EXCEPTIONS

Exceptions to the restrictions in this policy may be granted by the College for medical accommodations, traditional cultural activities and private events, where designated in advance by the College.

#### 6.00 DESIGNATION

The President, Vice President Corporate Services or a delegate from within Ancillary & Facility Services, may designate smoking areas.

Facility Services will, in accordance with municipal, regulatory and legislative requirements and with this Policy, place appropriate signage as required.

#### 7.00 CONSEQUENCES FOR BREACH OF POLICY

The College promotes a drug-and-alcohol-free environment with designated restrictions in place related to substance possession, use, and impairment – refer to the Drug, Alcohol and Impairment Policy for details.

It is anticipated that most instances of policy violation can be remedied with respect to both smokers and non-smokers through education, signage and/or informal reminders. When necessary, complaints may be filed with a Supervisor. Confidentiality will be preserved wherever possible.

#### 8.00 RELATED DOCUMENTS AND LEGISLATION

- [BC Workers Compensation Act](#)
- [BC Tobacco and Vapour Products Control Act](#)