

ADMINISTRATIVE OPERATING PROCEDURE

Smoking and Tobacco Use Operating Procedure		
Procedure ID:	#4-413 OP	
Approved by:	Executive Leaders Team	<i>February 10, 2015</i>
Effective Date:	February 19, 2015	
Next Review Date:	June 2018	
Monitoring Responsibility:	Manager, Public Safety and Parking	
Linked to a College Policy:	<input checked="" type="checkbox"/> Yes #4-413	<input type="checkbox"/> No

Policy Statement

Smoking is prohibited:

- a. Everywhere on College grounds other than Designated Smoking Areas (DSA).
- b. Inside College buildings, including residences, sheds and storage containers.
- c. Inside College-owned vehicles including cargo areas.
- d. Within 9 meters of any door, window or air intake.

Smokeless tobacco products are prohibited:

- a. Inside College buildings, including sheds and storage containers.
- b. Inside College-owned vehicles, including cargo areas.

Definitions/Acronyms

Smoking: includes tobacco or other substances used in cigarettes, cigars, cigarillos pipes or hookas.

Smokeless Tobacco: includes chewing tobacco, snuff, smokeless pouches, electronic cigarettes and other forms of loose left tobacco.

Marijuana: for the purpose of this policy, the definition of marijuana shall be the same as the definition found in the Controlled Drugs and Substances Act as amended from time to time.

Operating Procedure

1.0 Enforcement

- 1.1 All College employees are expected to assist in the enforcement of the Smoking and Tobacco Use Policy #4-413 by:
 - a. Asking persons they observe to be in violation to move to a DSA.
 - b. Report violators to Campus Security if a person refuses to move to a DSA.
- 1.2 Campus Security will take the following action with individuals they find in violation:
 - a. Inform the violator of the College policy.
 - b. Request identification for documentation purposes.
 - c. Request the person move to a Designated Smoking Area.
 - d. Complete a report regarding the violation for action as required.
- 1.3 Once identified as being in violation of this Policy, students and employees are subject to such sanctions as determined by Administration.

1.4 Persons that refuse to provide identification to Campus Security shall be deemed to be trespassers and shall be dealt with accordingly.

2.0 Sanctions

2.1 All incidents will be documented and kept on file by Campus Security and forwarded to the appropriate school, department or administrators as required.

2.2 Students found in violation of this policy shall be subject to the following sanctions:

1 st Offence	Written Warning	Issued by guard who observed the violation
2 nd Offence	\$25.00 Penalty	Billed to student's account
3 rd Offence	Conduct Sanction	Incident will be referred to the Student Rights and Responsibilities Policy for further sanction

2.3 Employees found in violation of this policy shall be subject to the following sanctions:

1 st Offence	Written Warning	Issued by guard who observed the violation
2 nd Offence	Supervisor	Incident reported to immediate supervisor for corrective action
3 rd Offence	Executive	Incident reported to School/Department Executive leader for corrective action

3.0 Designated Smoking Areas

3.1 All Designated Smoking Areas shall be placed outdoors, in open space in order to maximize ventilation and compliance with the standards outlined in the Smoke Free Ontario Act.

3.2 All Designated Smoking Areas will be positioned at least 9 meters from any entrance, window or air intake. Signs will be posted indicating the area as a Designated Smoking Area.

4.0 Traditional Use of Tobacco by Aboriginal Persons

4.1 Nothing in this policy prohibits an Aboriginal person from smoking tobacco holding lighted tobacco if the activity is carried out for traditional Aboriginal cultural or spiritual purposes.

4.2 Such activities shall be limited to areas designated by the College.

5.0 Medical Marijuana Use

5.1 Medical use of marijuana is prohibited in Designated Smoking Areas.

5.2 Medical use of marijuana by any employee or student shall be accommodated on a case by case basis and must be arranged through the College Human Rights Officer.

Related Documents

- College Policy #4-413, Smoking and Tobacco Use
- College Policy #4-423, Campus Security
- Smoke Free Ontario Act

Appendices

None

Summary of Amendments/Reviews:

Section(s)	Date	Comments
Regular review; new format	February 2015	Incorporates changes to legislation