

Procedure Title:	Smoking and Tobacco Use Operating Procedure
Procedure ID:	OP #4-413
Manual Classification:	Section 4 – Finance and Facilities
Linked to Policy:	4-413 Smoking and Tobacco Use
Approved by Senior Management Team:	March 9, 2022
Revision Date(s):	March 2022
Effective Date:	April 1, 2022
Next Review Date:	January, 2025
Contacts for Procedure Interpretation:	Director, College Safety and Services Chief Building and Facility Officer

1.0 – Purpose

The purpose of this Policy is to promote a healthy and safe Campus and provide members of the College community and visitors to the College an environment free from the health risk of second-hand smoke and other by-products of use.

2.0 - Scope

This procedure applies to all employees, students, third-party contractors, and visitors to all College operated facilities

3.0 – Procedure

3.1 The procedure identifies the circumstances under which the following three activities are prohibited:

- a) Smoking is Prohibited
 - Everywhere on College grounds other than Designated Smoking Areas (DSA)
 - Inside College buildings, including residences, sheds, and storage containers
 - Inside College-owned vehicles, including cargo areas
 - Within 9 meters of any door, window, or air intake
 - On all sidewalks, footpaths, and trails
- b) Smokeless tobacco products are prohibited:
 - Inside College buildings, including sheds and storage containers
 - Inside College-owned vehicles, including cargo areas
- c) Use of a Smoking Device:
 - Inside College buildings, including residences, sheds, and storage containers
 - Inside College-owned vehicles, including cargo areas
 - Within 9 meters of any door, window, or air intake
 - On all sidewalks, footpaths, and trails

4.0 – Enforcement

- 4.1** All College employees are expected to assist in the enforcement of the Smoking and Tobacco Use Procedure #4-413 by:
- a) Asking persons they observe to be in violation to move to a Designated Smoking Area (DSA)
 - b) Report Violators to Campus Security if a person refuses to move to a DSA
- 4.2** Campus Security has primary responsibility for the enforcement of the Cannabis Possession and Use policy:
- a) Inform the violator of the DSA
 - b) Request identification for the purpose of documentation
 - c) Request the person move to a DSA
 - d) Complete a report regarding the violation for action as required
- 4.3** Once identified as being in breach of this policy, students, employees, visitors, and contractors are subject to such sanctions as determined by administration
- 4.4** Persons that refuse to provide identification to Campus Security shall be deemed to be trespassers and shall be dealt with accordingly
- 4.5 Sanctions**
- a) All incidents will be documented and kept on file by Campus Security and forwarded to the appropriate school, department or administrators as required
 - b) Employees found in violation of this policy or operating procedure shall be subject to the following actions:

	First Violation	Second Violation	Third Violation
Employees	Written warning	A verbal follow up with the employee's immediate supervisor for corrective action	Report to School/Department Executive leader for corrective action
Students	Written warning	A \$25.00 Penalty will be billed to the student's account	A conduct sanction that will be referred to the Student Rights and Responsibilities Procedure for further sanction

- 4.6** The above-noted sanctions shall be administered, tracked, and penalty payments made via the same online system used for parking permit sales and parking violation payments

5.0 – Designated Smoking Areas

- 5.1** All Designated Smoking Areas shall be placed outdoors, in open space to maximize ventilation and compliance with the standards outlined in the *Smoke-Free Ontario Act*
- 5.2** 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 DSA, as determined

by the Director, College Safety and Services

- 5.3** All smokers are expected to use the external cigarette waste receptacles (ashtrays) as provided by the College

6.0 - Cannabis/Medical Marijuana Use

- 6.1** Medical use of marijuana is prohibited in Designated Smoking Areas
- 6.2** Medical use of marijuana is permitted with an accommodation in identified Smoking Areas, as determined by the Director, College Safety and Services
- 6.3** Medical marijuana shall be governed by the terms of 4-429 Cannabis Possession and Use Procedure

7.0 Education Programs and Cessation Supports

- 7.1** Student Services has primary responsibility for providing resources to assist students seeking Smoking cessation support
- 7.2** Human Resources has primary responsibility for providing resources to assist employees seeking Smoking cessation support

8.0 Related Documents

College Policy #4-413 Smoking and Tobacco Use
College Policy #4-423 Campus Security
Smoke-Free Ontario Act (S.O. 2017. c. 26, Sched 3)
College Policy #4-429 Cannabis Possession and Use

9.0 - History of Amendments & Reviews

Original implementation date 2015;
Reviewed Feb 2020, March 2022