

## **512 SMOKE FREE WORKPLACE – DRAFT NEW**

Extensive health research has shown that smoking or inhaling second-hand smoke has an adverse effect on health and wellness. Community Care of West Niagara (CCWN) is committed to upholding the law and promoting a safe and healthy workplace for all employees, volunteers and visitors (including clients) by prohibiting smoking and vaping in enclosed workspaces.

### **Definitions**

The following definitions have been taken from Ontario.ca or the Smoke-Free Ontario Act.

- “Enclosed workplace” means any part of a building, structure, or vehicle with a roof that an employee or volunteer works in or visits, even during off-hours. This includes hotel rooms, banquet halls and vehicles used for business purposes.
- “Electronic cigarettes” means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.
- “Smoking” means smoking (inhaling and exhaling) or holding lighted tobacco or cannabis (medical or recreational).
- “Vaping” means inhaling or exhaling vapour from an electronic cigarette (e-cigarette) or holding an activated e-cigarette, whether or not the vapour contains nicotine.

### **Policy**

Community Care of West Niagara is a smoke-free workplace.

No smoking or vaping is permitted on CCWN premises by employees, volunteers, contractors, or visitors at any time, except within any designated smoking areas. Smoking or vaping are also prohibited in any other enclosed workplace such as hotel rooms or vehicles being used for CCWN business.

In accordance with the Smoke Free Ontario Act (SFOA), CCWN will:

- Post the required smoke free signage at each entrance and exit of the enclosed workplace, place, or area in appropriate locations and in sufficient numbers to ensure that employees and the public are aware that smoking and the use of electronic cigarettes is prohibited in the enclosed workplace, place, or area.
- Ensure that no ashtrays or similar equipment remain in the enclosed workplace or place or area, other than a vehicle in which the manufacturer has installed an ashtray.
- If a designated smoking area has been created, it will be clearly marked with signage. This is the only place employees, visitors or contractors may smoke or vape, provided they do so in a safe manner, with all extinguishable and smoking products materials disposed of properly in the appropriate trash receptacle.

There is no obligation of CCWN to provide smoking breaks outside of designated break times.

This policy is intended for the workplace only. While CCWN supports living a healthy lifestyle for everyone, it will not penalize employees or volunteers for smoking or vaping in their personal life.

### **Non-Compliance**

Employees and volunteers who do not comply with the guidelines of the Smoke Free Ontario Act (SFOA), as set out in this policy, will be subject to disciplinary action, including possible suspension or termination.