

Tobacco & Smoking Policy

Category:	Health and Safety
Number:	HS4
Responsibility:	Director of Ancillary and Student Services/Health and Safety Officer
Approval:	<i>March 4, 2015, Administration</i>
Amendments:	As required

PURPOSE

Algoma University endeavors to provide a safe and healthy environment for work and study. The University recognizes scientific research indicating that smoking is harmful to one's health and to the health of others through second-hand tobacco smoke. The University also recognizes tobacco as an addictive substance and is committed to delivering programs and education aimed at providing protection from tobacco smoke pollution while providing support for those with tobacco addictions and for smoking cessation.

This Policy is intended to:

- a) Adhere to the City of Sault Ste. Marie's Smoking in Public Places and City Buildings 2003-07 (as amended) and the Smoke-Free Ontario Act, which severely restrict smoking in University buildings, entrances and enclosed places.
- b) Uphold the University's commitment to provide a safe, clean and healthy smoke-free environment for the University community.
- c) Protect non-smokers from the negative side effects of second-hand smoke by prohibiting the use of tobacco products and other harmful substances on campus, with the exception of Outdoor Designated Smoking Areas (DSAs).

SCOPE

This policy applies to all members of the Algoma University community including faculty, staff, students, contractors, sub-contractors, visitors and guests. All events, including conferences and private rental functions, hosted on University property are subject to this policy.

Exemptions to this Policy will apply during the following circumstances:

- a) This policy does not apply to the use of tobacco for traditional Aboriginal cultural or spiritual purposes in accordance with current legislation and Ceremonial use of Sacred Medicines Policy.
- b) Where the University has an obligation to accommodate under the Ontario Human Rights Code.

DEFINITIONS

Smoking: the act of inhaling, exhaling, burning or holding a cigarette, cigar, pipe, hookah, or other apparatus used for smoking substances, including e-cigarettes.

Smudging: an Indigenous practice of the burning of certain herbs such as sage, sweetgrass, cedar and/or tobacco, in order to create a cleansing smoke, which is used to purify people as well as ceremonial and ritual spaces and ceremonial tools and objects. The act of smudging generally lasts for a short time.

Designated Smoking Area (DSA): outdoor areas outlined by this policy that are at least 15 m from entrances or ventilation systems. DSAs may be allowed on a temporary basis as approved by the Director of Ancillary and Student Services (i.e. fenced-in construction project). DSAs will be equipped with tobacco waste receptacles and clearly identified by physical delimitations (i.e. barriers or markings). The usage of the receptacles is mandatory to maintain the cleanliness of campus, as well as the DSAs.

POLICY

Smoking is prohibited within all University buildings, vehicles, enclosed public places and enclosed workplaces.

Smoking is prohibited in accordance with applicable legislation and local by-laws.

Smoking is prohibited in all outdoor areas on the University's campuses except designated smoking areas.

PROCEDURES

1. Signage: Appropriate signage announcing this policy will be placed at entrances to buildings and at other locations as deemed necessary. The Physical Plant Department will arrange for such signage
2. Facilities: The Designated Smoking Areas (DSA) will have appropriate signage and will be supplied with appropriate disposal receptacles. These receptacles must be used in order to keep the grounds litter free and safe. If a particular area is not kept clean, it may result in its revocation as a permissible smoking area.
3. The University will designate the following areas as DSA's:
 - a. Residence Quad area,
 - b. Rear courtyard Gazebo.
 - c. Smoking will also be permitted 20 meters from Doors E, F, G, H, I, R
 - d. 20 meters from George Leach Centre exits (limited special events only),
 - e. 10 metres from ECC Door A
4. Smoking will not be permitted at:
 - a. Entrance Door A,O,P,R, Q,U,W, Z ,
 - b. George Leach Main Entrance,
 - c. SASA Lounge,
 - d. Shipping and Receiving, Maintenance Shop,
 - e. Any other south or west facing exits and mechanically operated windows or intake vents.
 - f. SpeakEasy Patio
5. Each University Offsite at a leased location will follow the Designated Smoking Policy of their respective Landlord.
6. Publication: Policy changes will be announced through normal University Communications. The general policy statement will be included in the University Calendar and will be posted on the University web-site. All prospective students and staff members shall be made aware of the Smoking Policy during the recruitment and orientation process.
7. Public Events: Organizers and attendees at public events using University facilities, such as conferences, meetings, public lectures, sporting activities, social events and cultural events will be required to comply with the University Smoking Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing the policy.
8. Contracted Services: Business firms with which the University does business on campus-e.g. food service contractors, repair and maintenance services, construction and renovation companies, etc. - will be informed of the University's Smoking Policy and their employees will be required to comply with it.
9. Smoking Cessation Programs: Student Services will provide resource materials to students, faculty and staff in order to support their efforts in smoking cessation. Faculty and staff members should contact Student Services & Human Resources for information on smoking cessation products/initiatives associated with the University's employee benefit programs.
10. Sale: The selling of tobacco products on campus is prohibited.
11. Exceptions: Exceptions to this Policy may be made to accommodate the use of tobacco or related substances in connection with culturally significant celebrations formally conducted on campus as per the Ceremonial use of Sacred Medicines Policy. Algoma University recognizes and accepts that tobacco (sema) is a sacred medicine to Anishinaabe people; and that tobacco and other sacred medicines (sage, sweetgrass, and cedar) are often used in traditional events and ceremonies. The use of tobacco for traditional Aboriginal cultural or spiritual purposes may take the following forms:

- a. in pipe ceremonies by pipe carriers;
- b. in smudging ceremonies where tobacco may be used with the other sacred Aboriginal medicines such as sage, sweetgrass, or cedar.

The use of tobacco products for other cultural, ethnic or spiritual purposes will also be permitted. Such events shall receive event-specific exemption to the no-smoking policy provided that the proposed events are otherwise in compliance with current legislation and the Ceremonial use of Sacred Medicines Policy.

12. **Compliance** This Policy applies to all members of the University community while on campus and its success will depend on the co-operation and compliance on the part of all members. Corrective measures may be necessary in instances where activities are in contravention of this policy or other relevant legislation. Security will be responsible to enforce this Policy and report violations to the Director of Ancillary and Student Services. Fines will be processed by the administration office. Students found to be in violation of this Policy will be assessed a fine in the amount of \$25.00 for first offence – then doubled each time after that to a maximum of \$100. Upon the third violation the student will be dealt with under the Student Code of Conduct (Non-Academic).
13. **Disciplinary Procedures:** Failure to pay such fine on the part of a student will result in it being added to his or her Student Account. Employee infractions will be referred to the Human Resources Department for appropriate disciplinary action in accordance to their respective collective agreements under Disciplinary Action. All other employees will be issued sanctions in accordance with the Employment Standards Act including, but not limited to, warnings, suspension and dismissal.

Visitors will be issued a warning. Repeat offenders will be required to meet with the University Director of Ancillary and Student Services.
14. **Contact and Review** Questions or concerns regarding the implementation of this Policy should be referred to the Director of Ancillary Services, the Director of Human Resources or the Student Services Advisor.
15. Algoma University's Smoking/Tobacco Policy will complement the Ontario government's Smoke-Free Ontario Act 2005, which prohibits smoking in enclosed workplaces, company vehicles and enclosed public places.