



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: SMOKE FREE COLLEGE

<b>Procedure No.</b>	HR-419-PR	<b>Division</b>	Human Resources
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	HR-419	<b>Effective Date:</b>	February 23, 2011

## PROCEDURES

### 1.0 Legislative Requirements

Legislative requirements for a smoke free workplace are found in the *Smoke-Free Environment Act, 2005* and in the *Smoke-Free Environment Regulations, 2005*.

### 2.0 Definition

*Workplace* – Workplace is defined as all space controlled by the College including, but not limited to, offices, laboratories, classrooms, libraries, workrooms, workshops, stairways, lobbies, hallways, entrances, reception areas, elevators, lounges, lunchrooms, cafeterias, washrooms as well as external grounds and parking lots of all College of the North Atlantic campuses and buildings.

### 3.0 Responsibilities

#### 3.1 President

The President shall ensure that procedures for a smoke-free workplace and learning environment are developed and shared with employees and students of the College.

3.2 Managers/Supervisors

Managers/supervisors are responsible for:

- Communicating this policy to employees under their supervision;
- Ensuring that employees understand this policy; and
- Enforcing this policy.

3.3 Human Resources

The Human Resources Department is responsible for:

- Maintaining a liaison with all parties responsible for managing and coordinating this procedure; and
- Developing support programs for those who wish to cease smoking.

3.4 Employees and Students

Employees and students of the College are responsible for:

- Respecting the rights of others to attend a smoke-free place of work and learning; and
- Complying with this policy.

3.5 Facilities Manager

The Facilities Manager will be responsible for posting signage relevant to this policy at all College campuses and buildings.

3.6 OHS Manager

The OHS Manager is responsible for providing expertise and consultation with all parties involved in implementing this policy.

**4.0 Smoke-Free Guidelines**

Employees, students and visitors to College of the North Atlantic are to:

- Maintain and respect designated smoke-free zones on College of the North Atlantic properties.

- Conduct all smoking activity off all College of the North Atlantic properties, including campuses, schools and workplaces.
- Refrain from smoking in any kind of College of the North Atlantic owned, leased or rented vehicles.

**5.0 Communication**

This policy will be communicated through normal College of the North Atlantic communication methods.

Approval History	
Approved by President	February 23, 2011
Next Review	February 2014