

 <b>Policies and Procedures</b>		<b>6330</b>	<b>No Smoking Policy</b>		
		Replaces	4010		
		Effective	2015-02-01	Next review :	2020-01-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2015-01-21		
Director, Human Resources	Director, Human Resources	Recommended/Approved by Education Council	N/A		
		Approved by President	2015-09-01		

## A. PURPOSE

This policy prohibits smoking or vaping in and around College buildings and vehicles.

## B. SCOPE / LIMITS

This policy applies to all individuals on Selkirk College campuses – staff, faculty, contractors, students, and visitors. This policy applies to all tobacco products as well as electronic cigarettes.

## C. PRINCIPLES

Selkirk College is committed to providing a healthy smoke-free environment for its employees, students, and visitors. The College must comply with provincial and municipal legislation enacted to regulate smoking in the workplace and in post-secondary educational institutions.

## D. PROCEDURE

Without exception, there will be no smoking on College ground within 10 meters of any doorway, opening, window, or air intake. Further, smoking is prohibited in College-owned or –leased vehicles. Tobacco products will not be sold on Selkirk College premises. Smoking is prohibited in covered walkways and entryways. There shall be marked designated outdoor smoking areas with ashtrays provided.

## E. RESPONSIBILITIES

### 1. Management will:

- a) ensure that “**No Smoking**” signs are displayed, as required by the legislation.
- b) ensure that employees, students, and visitors do not smoke or vape in smoke-free places and vehicles.
- c) investigate complaints regarding employees, students, and visitors smoking or vaping.
- d) inform, consult and train employees on this policy.

## **2. Employees will:**

- a) not interfere with “**No Smoking**” signs.
- b) comply with the “**No Smoking**” policy.
- c) not smoke or vape in smoke-free places and vehicles.
- d) have an option to report incidents of smoking or vaping in smoke-free areas and vehicles.

## **3. Students/Visitors will**

- a) refrain from smoking or vaping in smoke-free areas and college vehicles.
- b) move to the back of the classroom if the smell of smoke on their clothing is bothering others.

## **F. ASSISTANCE FOR SMOKERS**

The policy is not concerned with whether anyone smokes but rather where they smoke and how it affects others. Employees seeking assistance in stopping smoking should contact the Employee Assistance Program 1-800-361-5676.

## **G. REGULATIONS AND LEGISLATION:**

BC Ministry of Health Bill C 10- 2007

[http://www.leg.bc.ca/38th3rd/3rd\\_read/gov10-3.htm](http://www.leg.bc.ca/38th3rd/3rd_read/gov10-3.htm)

WCB BC Environmental Tobacco Smoke Regulations 4.81

[http://www2.worksafebc.com/publications/OHS\\_Regulation/Part4.asp#Section Number:4](http://www2.worksafebc.com/publications/OHS_Regulation/Part4.asp#Section Number:4)