	<b>OCCUPATIONAL HEALTH AND SAFETY</b>	<b>Human Resource Manual</b>
	<b>Smoke-Free Worksite</b>	<b>Section 1005</b>

## SMOKE-FREE WORKSITE

### PURPOSE

1. The Government recognizes the health hazards associated with tobacco smoke at the worksite, both to smokers and non-smokers alike. Therefore, the Government does not permit the smoking of tobacco, in any form, by employees or the general public at Government worksites.

### APPLICATION


2. These guidelines and procedures apply to all employees.

### DEFINITIONS

3. **Worksite** is a location where a worker is, or is likely to be, engaged in work, or a thing at, on, in or near which a worker is, or is likely to be, engaged in work.
4. **Therapeutic Institution** is a hospital, senior citizens' home, nursing home or personal care home.

### PROVISIONS

5. All employees, including new employees, must be informed that smoking is not permitted at the worksite.
6. If an employee is found smoking tobacco inside an enclosed work site, the employee and/or the employer would be subject to charges and fined by the Workers' Compensation Board (WCB).
7. Deputy Heads will ensure that this policy is adhered to by all contractors and the general public, where practical.
8. Smoking tobacco is permitted in staff accommodation units.
9. The Minister responsible for a department which oversees therapeutic institutions, correctional centers, and residences may grant partial exemption to allow the residents of these facilities to smoke tobacco in their residence.

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10. The Department of Health and Social Services shall inform the general public of this policy. Information on smoking prevention and advice on cessation programs for employees is also available from the Department of Health and Social Services.
11. Departments, boards, and agencies will ensure that appropriate signs, which can be obtained from WCB, are placed at the worksite to inform employees and the general public of the no-smoking policy.
12. If an employee observes an individual smoking tobacco inside an enclosed worksite, the employee shall notify the smoker to stop smoking due to the no-smoking policy. The employee should also report the incident to their Deputy Head, who should then take steps to stop the smoking.
13. An employee may be disciplined if found smoking tobacco at the worksite. Discipline may include a verbal reprimand, written reprimand, suspension, or dismissal if the employee refuses to stop smoking tobacco inside the enclosed worksite.

#### **AUTHORITIES AND REFERENCES**

14. Municipal By-Laws – Found in various communities to regulate smoking in public places
15. Environmental Tobacco Smoke Work Site Regulations (R-027-2003) of the Safety Act
16. Safety Act

#### **CONTACTS**

17. For clarification or further information, please contact:

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