

Policy Name:	SMOKING	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	October 16, 2018	
Next Scheduled Renewal Date:	September 2023	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Human Resources	
Policy Number:	HMR-007	

SMOKING POLICY

1.00 PURPOSE

- 1.1 Coast Mountain College (the College) is committed to providing employees and students a safe, healthy, and productive work and learning environment. This policy is intended to help ensure proper standards of work and learning are maintained throughout the College, to promote a smoke-free environment and control involuntary exposure to harmful substances produced by restricting smoking within and on the College property.

2.00 DEFINITIONS

- 2.1 **College Community:** Students, applicants, alumni, visitors, employees, contractors, sub-contractors, volunteers, agents, and members of the Board of Governors of the College.
- 2.2 **College Property:** Any property, including grounds and buildings, structures, and facilities, which are owned or leased, or used under the aegis of the College. This includes outdoor patios, fields, fountains, bike shelters, bus stops and shelters, any vehicle used by the College, and all College Residences.
- 2.3 **Smoking:** The act of inhaling smoke, produced by the combustion of an element, through the mouth, including tobacco or cannabis-related products in a cigarette, e-cigarette, cigar, pipe, or other method.
- 2.4 **E-cigarette:** (a) A product or device, whether or not it resembles a cigarette, containing an electronic or battery powered heating element capable of vapourizing an e-substance for inhalation or release into the air; (b) a prescribed product or device similar in nature or use to a product or device described in point (a).
- 2.5 **FSEAP:** Family and Employee Assistance Program – the employee assistance program for employees of the College.
- 2.6 **Keep Me Safe:** The counselling referral service for all registered students at the College.
- 2.7 **Supervisor:** Any employee who is responsible for the safety and wellbeing of the College community. For the purpose of this policy only, this includes but is not limited to College coordinators, supervisors, managerial positions, and instructors.

3.00 SCOPE AND APPLICATION

- 3.1 This policy applies to all members of the College Community whenever on College property, operating a College vehicle, at a College-related activity or otherwise representing the College.
- 3.2 This policy is not intended to supersede or interfere with collective agreements, relevant education policies, or with prevailing laws. To the extent there is any conflict between this policy and those agreements, policies or laws, those agreements, policies or laws apply. Where this policy and applicable legislation set different standards, the more stringent of the two standards will apply in the interim while the policy is revised.

4.00 POLICY STATEMENT

- 4.1 The College promotes a smoke-free environment for the College Community. The College aims to meet all applicable environmental smoke regulations and compliance requirements. Therefore, smoking, including the use of e-cigarettes, is not permitted on College property except in designated smoking areas. This restriction includes inside College-owned or -leased vehicles and equipment.
- 4.2 Appropriate outdoor smoking locations are limited to areas that are located at least nine metres (30 feet) from:
 - a) building doors
 - b) windows (that can be opened, whether or not they are opened)
 - c) outdoor eating areas (where picnic tables are available for use)
 - d) building air intakes
 - e) covered walkways.
- 4.3 The College provides assistance to employees who wish to cease smoking through the Family and Employee Assistance Program.
- 4.4 The Facilities Department will place appropriate signage near exterior doorways to remind of the smoking requirements.

5.00 EXCEPTIONS

- 5.1 Exceptions to the restrictions in this policy may be granted by the College for medical accommodations, traditional cultural activities, and private events, where designated in advance by the College.

6.00 DESIGNATION

- 6.1 The President & CEO, Vice-President Corporate Services or a Delegate from within Ancillary and Facility Services, may designate smoking areas.
- 6.2 Facility Services will, in accordance with municipal, regulatory, and legislative requirements and with this Policy, place appropriate signage as required.

7.00 CONSEQUENCES FOR BREACH OF POLICY

- 7.1 The College promotes a drug- and alcohol-free environment with designated restrictions in place related to substance possession, use, and impairment – refer to [HMR-008, Drug, Alcohol and Impairment Policy](#) for details.

7.2 It is anticipated that most instances of policy violation can be remedied with respect to both smokers and non-smokers through education, signage and/or informal reminders. When necessary, complaints may be filed with a Supervisor. Confidentiality will be preserved wherever possible.

8.00 RELATED POLICIES AND PROCEDURES

8.1 [HMR-008, Drug, Alcohol and Impairment Policy](#)

9.00 OTHER SUPPORTING DOCUMENTS

9.1 [BC Workers Compensation Act](#)

9.2 [BC Tobacco and Vapour Products Control Act](#)

10.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Oct 16, 2018		President's Council