

Tobacco Free Workplace

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Date of Last Revision	April 12, 2012	Approved by	CAO & Senior Management Team
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Date of Last Revision	June 13, 2016	Approved by	John Traves Q.C., Acting CAO
Effective Date of Last Revision	May 31, 2015 (Legislation effective)		John Traves Q.C., Acting CAO

1 - Business Practice Name

Tobacco Free Workplace

2 - Purpose

Environmental tobacco smoke is recognized as a serious and well documented health hazard and it is a major air-borne contaminate. In accordance with the Nova Scotia *Smoke-Free Places Act*, it is the policy of HRM to provide a smoke-free work environment and as such there shall be no smoking in any building, vehicle or equipment that is owned, leased, operated or otherwise directly controlled by HRM.

3 - Objectives

HRM is committed to protecting and promoting the health, safety and well-being of employees by providing an environment free of second-hand smoke. At the same time, HRM recognizes the addictive nature of tobacco and is committed to providing direction for those who wish to modify their habits. This policy aims to balance these competing interests.

4 - Scope

This applies to all HRM employees, volunteers and contractors.

5 - Definitions

In the context of this document:

Smoke (or **smoking**) means smoke, inhale or exhale smoke from, burn, carry, hold or otherwise have control over a lit or heated cigarette, cigar, pipe, water pipe, electronic

cigarette or other device that burns or heats tobacco or another substance that is intended to be smoked or inhaled.

Electronic cigarette means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, containing a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled.

Water Pipe means any lighted or heated smoking equipment used to burn tobacco or non-tobacco substances or any combination thereof and draw the resulting smoke through a liquid before it is inhaled.

6 - Policy Directives

Smoking is not permitted:

- in any building owned by HRM or where office space is leased by HRM
- within 4 meters of windows, air intake vents or entrances to buildings owned by or a premise leased by HRM
- in any vehicle that is owned, leased, operated or otherwise directly controlled by HRM and used in the course of employment

7 - Responsibilities

All HRM employees share in the responsibility of supporting and complying with this policy and following any safe work practice devised to protect health and limit exposure to second-hand smoke. Employees not in compliance with this policy may be subject to discipline.

HRM is also committed to providing direction for those employees wishing to modify their habits. Information on the effects of smoking and smoke cessation is available through Workplace Health Services.

8 - Related Links

<http://novascotia.ca/dhw/healthy-communities/smoke-free-places-act.asp>
<http://novascotia.ca/dhw/healthy-communities/tobacco-act-amendments.asp> <http://novascotia.ca/dhw/healthy-communities/tobacco-act-background.asp>

9 - Contact

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