

Smoke-Free Workplace

Original Implementation Date:	2000	Approved by:	CAO and Senior Leadership Team
Date of Last Revision:	May 20, 2021	Approved by:	Jacques Dubé, CAO
Effective Date of Last Revision:	August 12, 2021	Approved by:	Jacques Dubé, CAO

1 – Policy Name

Smoke-Free Workplace

2 – Purpose

Environmental tobacco smoke and vapour from other substances that are intended to be inhaled are recognized as serious and well documented health hazards and major air-borne contaminants. Following the Nova Scotia Smoke-Free Places Act, Halifax Regional Municipality will promote health and safety by providing a smoke-free work environment.

3 – Objectives

The objectives of this Policy are:

- To protect and promote health, safety and well-being by providing an environment free of second-hand smoke.
- To provide assistance to Halifax Regional Municipality employees who wish to quit smoking or vaping.

4 – Scope

This Policy applies to all Halifax Regional Municipality employees, as well as volunteers and contractors on municipal property.

5 – Definitions

In the context of this document:

Designated Smoking Area (DSA) means a specified zone where smoking or vaping is permitted. Smoking or vaping on municipal property is limited to authorized designated smoking areas (DSAs) indicated by signs or stickers.

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.

Municipal Property means all land, property, facilities, structures, installations, offices, job sites, vehicles, and equipment owned, leased, operated or otherwise directly controlled by the Municipality.

Smoke (or smoking) means to 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.

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

Workplace means the physical worksite, washrooms, locker rooms, lunchrooms, training facilities, work sponsored social gatherings, and vehicles, whether on Halifax Regional Municipality property or otherwise.

6 – Roles and Responsibilities

Employees, Volunteers and Contractors

Halifax Regional Municipality employees, as well as volunteers and contractors are responsible for:

- Supporting and complying with this Policy.
- Understanding non-compliance with this Policy may result in discipline.
- Following safe work practices devised to protect health and limit exposure to second-hand smoke.

Municipal Bylaw Compliance Officers and Halifax Regional Police

Municipal Bylaw Compliance Officers and Halifax Regional Police are responsible for:

- Enforcing Bylaw N300 -- Nuisance and Smoking Bylaw -- which carries a penalty for violators that is separate from any employee discipline measures.

Human Resources, Workplace Health & Wellness

Human Resources, Workplace Health & Wellness is responsible for:

- Assisting employees who wish to modify their smoking habits by providing information and resources.

7 – Policy Regulations

- A. All forms of smoking or vaping are prohibited on Halifax Regional Municipality property, including all municipal workplaces, except for those spaces marked by authorized signs or stickers as designated smoking areas.

- B. Prohibited smoking or vaping areas include: land, property, facilities, structures, installations, offices, job sites, vehicles, and equipment owned, leased, operated or otherwise directly controlled by the Municipality.
- C. Employees using designated smoking areas will do so on their allocated work breaks.
- D. Halifax Regional Municipality employees have the option to contact Human Resources, Health and Wellness if they would like information and resources to assist with quitting smoking.

8 – Repeal

Replaces former Tobacco Free Workplace policy, June 13, 2016.

9 – Effective Date

August 12, 2021

10 – Related Policies and Practices

Internal:

Cannabis and smoking in Halifax (including designated municipal smoking areas)

<https://www.halifax.ca/city-hall/legislation-by-laws/by-law-standards/cannabis-smoking-halifax>

Bylaw N-300, Nuisance and Smoking Bylaw

<https://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/By-lawN-300.pdf>

External:

Smoke-free Places Act

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

Tobacco Use in Nova Scotia

<https://novascotia.ca/tobacco/>

11 – Policy Review

Review every 5 years.

12 – Contact

MyHR@halifax.ca or 902-490-6145.

For information and resources on quitting smoking or vaping contact Human Resources, Workplace Health & Wellness at hsw@halifax.ca or 902-490-6541.

13 – Attachments

NA