

# THE CORPORATION OF THE TOWNSHIP OF MINDEN HILLS

## Policy No. 79

### Being a policy for a Smoke-Free Workplace

#### **Policy Statement:**

The Corporation of the Township of Minden Hills is committed to the health and safety of our employees and everyone visiting our premises.

As second-hand smoke is a proven health hazard, smoking or holding lighted tobacco is prohibited in all of the enclosed areas within the Corporation of the Township of Minden Hills worksites, without exception. This includes common work areas, private offices, washrooms, lobbies, parking garages, loading docks, cafeterias and work vehicles.

#### **Purpose:**

The purpose of this policy is to:

- Protect employees and visitors of the Corporation of the Township of Minden Hills from the harmful effects of second-hand smoke.
- Offer support to staff who smoke and want to quit.
- Ensure compliance with and enhance the legislative requirements under the Smoke-Free Ontario Act.

#### **Scope of Policy:**

This policy applies to all employees and persons, including but not limited to clients, visitors, students and contractors working or visiting the Corporation of the Township of Minden Hills

#### **Procedures:**

- Mandatory No Smoking signs shall be posted at all entrances, exits, washrooms and other appropriate locations in order to ensure that all employees and visitors know that smoking is prohibited.
- The Corporation of the Township of Minden Hills shall notify employees and visitors of the policy and consequences on posted notices, at orientation for new employees and by other appropriate methods.
- Employees shall not smoke, hold lighted tobacco or place an ashtray for the use of smokers in the enclosed workplace.

Failure by an employee to comply with this policy will result in the following progressive disciplinary action:

**Step 1** – If a violation occurs in which an employee is observed holding or smoking lighted tobacco, the manager/supervisor will:

- Issue a verbal warning
- Remind the employee of the Smoke-Free Ontario Act and the Smoke-Free Workplace Policy.

- Make a note of the verbal warning and place it in the employee file.

**Step 2** – If a violation is repeated the manager/supervisor will:

- Complete a Violation Warning Notice outlining all details of the violation.
- Give a copy of the Violation Warning Notice to the employee.
- Place a copy of the Violation warning Notice and Incident Report in the employee's file.
- Give notice to employee's where smoking is prohibited.

**Step 3** – If an employee continues to violate the law, the manager/supervisor will contact the Tobacco Control Officer and take the following steps:

- Complete the Incident Report Form
- Complete the Witness Statement Form
- Fax completed Incident Report Form and Witness Statement Form to the Haliburton, Kawartha, Pine Ridge District Health Unit for follow up.
- Continued non-compliance may result in disciplinary up to, and including dismissal

The Corporation of the Township of Minden Hills will encourage and support smoking cessation for employees.

**Roles and Responsibilities:**

- Manager/Supervisor will ensure adherence to the policy and take appropriate corrective action as required.
- All employees are responsible for encouraging adherence to the Policy amongst each other and for reporting violations to manager/supervisor.
- All employees are responsible for encouraging adherence to the Policy amongst visitors. Upon seeing visitors smoking or holding lighted tobacco in The Corporation of the Township of Minden Hills, employees should ask visitors to extinguish their cigarettes and refer them the signage posted. If a visitor refuses to comply, they should be asked to leave the site.

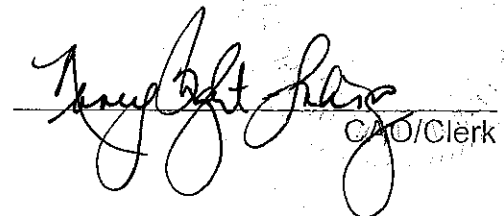
**Key Legislation:**

Smoke-Free Ontario Act S.O. 1994, Chapter 10

Adopted by Council this 28<sup>th</sup> day of March, 2013



Reeve



CAO/Clerk