Thunder Bay District Health Unit

CORPORATE POLICY AND PROCEDURE

Reviewed:	
Program	July 2009
MCC	N/A
SMT	August 2009

SECTION:	BOARD OF HEALTH	***POLICY NO.:***	BH-02-13
SUBJECT:	**Tobacco Free**		
APPROVED BY:	Board of Health	***DATE:***	September 21, 2010
SUPERSEDES:	September 15, 2009, November 18, 2008, October 15, 2003, September 19, 2006		

1. PURPOSE

1.1 The Thunder Bay District Health Unit is mandated to improve the health of the population by eliminating tobacco use, and is committed to protecting the community from the dangers of environmental tobacco smoke, modelled behaviour and litter, and to provide a tobacco-free working environment for all Health Unit employees.

1.2 In the instances where the health and safety of the public is at risk, the Health Unit believes that its first obligation is to protect the public. Consequently, in any conflict between tobacco users and non-users where the involuntary exposure to tobacco is an issue, the rights of non-users to a tobacco-free environment shall take precedence.

1.3 This policy will work in concert with the Smoke Free Ontario Act and the City of Thunder Bay Smoking Bylaw, and other regional municipal by-laws. In instances where more than one apply, the stronger of the regulations shall apply.

1.4 For employees working outside of Health Unit premises, policy OHS-11-14 may apply.

2. POLICY

2.1 All buildings, offices and grounds owned or leased by the Thunder Bay District Health Unit will be designated as tobacco-free areas. Visitors to the Health Unit are asked to observe the Tobacco-Free Policy while conducting business on Health Unit property. Signage indicating that tobacco use is not permitted on health unit premises will be posted at every entrance to the property and building.

2.2 Practical supports are available for both staff and clients/visitors to quit tobacco use, such as audio/ video resources, brochures and booklets and personal cessation counselling. Contact the Tobacco Treatment Specialist on the Tobacco team for more information. Health Unit employees may also receive assistance through the Employee Assistance Program.

2.3 Office and clinic locations leased by the Health Unit will comply with this policy and legislation under the *Smoke Free Ontario Act.* Where a municipal by-law exists, the most restrictive of the three shall be applied.

Off-site Activities

2.4 All activities formally sponsored by the Health Unit and held off-site, such as program presentations, staff conferences, dinners, training sessions and workshops, are designated as tobacco-free. Individuals who wish to use tobacco products must leave the Health Unit venue and observe the rules of the off-site facility.

2.5 As a model for the community, social events organized and funded entirely by Health Unit staff are designated as tobacco-free. It is important for staff to model the behaviour the Health Unit wishes to convey.

Cultural Practices

2.6 The Thunder Bay District Health Unit respects the use of tobacco in Aboriginal spiritual and cultural practices, and shall not restrict these uses in this policy.

3. PROCEDURE

Violations

3.1 If a staff member observes a client or member of the public using tobacco on the property, they should advise the person of the policy, referring to signage.

3.2 If the person refuses to comply or if the staff member is uncomfortable approaching the individual, the staff should immediately notify the nearest available Manager, who will provide the individual with a notice (attached) noting the policy and advising if they continue using tobacco they will be asked to leave the property and continued refusal may result in a trespassing charge.

3.3 If a staff member is observed using tobacco on the property, the appropriate manager should be advised.

3.4 Employees shall be made aware that progressive discipline will apply and recurring violation of this policy and procedure will result in discipline up to and including suspension and discharge.

4. SCOPE

4.1 This policy applies to all employees, volunteers, members of the Board and visitors to any building, office and/or grounds owned or leased by the Thunder Bay District Health Unit or an event sponsored by the Thunder Bay District Health Unit.

5. RESPONSIBILITY

5.1 **Managers** are responsible for:

- Ensuring compliance of the provisions of this policy for all areas of the health unit facilities including offices, reception areas, meeting areas and health unit property and grounds;
- Addressing complaints regarding non-compliance of the policy.

5.2 **Staff** are responsible for adhering to the provisions of this policy and procedure and to assist in the communication of the policy to clients/visitors to the health unit.

6. DEFINITIONS

There are no definitions with this policy and procedure.

7. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

7.1 PF-06-01 - Use of Health Unit Facilities – Balmoral Site

8. ATTACHMENTS

8.1 Notice

ATTACHMENT 8.1

NOTICE

Notice:

Please be advised
that the Thunder Bay District Health Unit,
as a health promotion facility,
does not allow tobacco use on its property.

If you continue to use tobacco
on Health Unit grounds
you will be asked to leave the property
and refusal may result in
a trespassing charge being laid against you.

Thunder Bay District Health Unit
Board Policy BH-02-13