



BOARD OF HEALTH POLICY

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res. No.: 54-2024	
SMT:		
MCC:		
IF APPLICABLE		
DIRECTOR		
JOHSC:		
PPL:		

SECTION: BOARD OF HEALTH **POLICY NO.:** BH-02-13

SUBJECT: Smoke and Vapour Free Workplace

APPROVED BY: Board of Health **POLICY DATE:** May 2024

1. PURPOSE

- 1.1. The purpose of this policy is to promote the health and safety of Thunder Bay District Health Unit (TBDHU) employees, clients and visitors by establishing a smoke and vapour free workplace.
- 1.2. TBDHU is mandated to improve the health of the population by eliminating commercial tobacco use, and is committed to protecting the community from the dangers of environmental smoke, reducing exposure to unhealthy behaviours, and decreasing litter, and to provide a smoke and vapour free working environment for all Health Unit employees.
- 1.3. This policy will work in concert with the *Smoke Free Ontario Act* and any applicable 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 No.OHS-11-14 Protecting Workers from Second Hand Smoke may apply.

2. POLICY

- 2.1. All buildings, offices and grounds owned or leased by TBDHU will be designated as smoke and vapour free areas.
- 2.2. All office and clinic locations leased by TBDHU will comply with this policy and legislation under the *Smoke Free Ontario Act*. Where a municipal by-law also exists, the most restrictive of the three shall be applied.
- 2.3. All activities formally sponsored by TBDHU and held off-site, such as program presentations, staff conferences, dinners, training sessions and workshops, are designated as smoke and vapour free. Individuals who wish to use smoke and vapour products must leave the venue and observe the rules of the off-site facility.
- 2.4. As a model for the community, social events organized and funded entirely by TBDHU staff are designated as smoke and vapour free. It is important for staff to model the behaviour the Health Unit wishes to convey.

- 2.5 TBDHU respects the use of tobacco in Indigenous spiritual and cultural practices, and shall not restrict these uses in this policy.
- 2.6 This policy applies to all persons on all properties owned, leased or operated by TBDHU, and to all events or activities sponsored by TBDHU.

3. APPLICABLE PROCEDURES

- 3.1 Procedure No. BH-02-13 Smoke and Vapour Free Workplace applies to this policy.

4. DEFINITIONS

- 4.1 **Smoke Products** means any product that contains tobacco or cannabis that is intended or expected to be introduced in the human body, including any cigarette, cigar, pipe, non-electronic tobacco product, or any other smoked or smokeless tobacco product, excluding any product that has been approved for tobacco cessation or other medical purposes or traditional use of tobacco related to Indigenous spiritual and cultural practices.
- 4.2 **Vapour Product** is any product (such as an e-cigarette or vape) that contains a heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device through the mouth, whether or not the vapour contains nicotine.

5. REFERENCES

- 5.1 PF-06-01 Use of Health Unit Facilities
- 5.2 Policy No. OHS-11-14 Protecting Workers from Second Hand Smoke

6. APPENDICES/LINKS AND ATTACHMENTS

- 6.1 [Procedure No. BH-02-13 Smoke and Vapour Free Workplace](#)
- 6.2 [Policy No. OHS-11-14 Protecting Workers from Second Hand Smoke](#)