

- 2.8. Practical supports for cessation are available for both employees and clients\visitors and will be regularly promoted as appropriate and in accordance with standards.

TBDHU employees may also receive assistance through the Employee Assistance Program.

3. SCOPE

- 3.1. This procedure applies to all employees, students, volunteers and members of the Board of Health of the Thunder Bay District Health Unit.

4. RESPONSIBILITY

- 4.1. **Management** is responsible for:

- Ensuring compliance with the provisions of the Smoke and Vapour Free Workplace policy for all areas of the health unit facilities including offices, reception areas, meeting areas and health unit property and grounds;
- Addressing complaints re: non-compliance of the policy.

- 4.2. **Employees** are responsible for adhering to the provisions of the Smoke and Vapour Free Workplace policy and procedure, and to assist in the communication of the policy to clients/visitors and to each other.

5. DEFINITIONS

- 5.1 **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.
- 5.2 **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.

6. REFERENCES

There are no references with this procedure.

BOARD OF HEALTH

PROCEDURE NO.: BH-02-13

SECTION: BOARD OF HEALTH

PROCEDURE DATE: May 2024

SUBJECT: **Smoke and Vapour Free Workplace**

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7. APPENDICES/LINKS AND ATTACHMENTS

7.1 Smoke and Vapour Free Notice

7.2 [Policy No. BH-02-13 Smoke and Vapour Free Workplace](#)

ATTACHMENT 7.1

Notice:

**Please be advised that the
Thunder Bay District Health Unit,
as a health promotion facility,
does not allow the use of smoke or vapour products
on its property.**

**If you continue to use smoke or vapour products
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