

BOARD OF HEALTH PROCEDURE

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

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

SUBJECT: Smoke and Vapour Free Workplace

APPROVED BY: Board of Health PROCEDURE DATE: May 2024

1. PURPOSE

1.1. The purpose of this procedure is to facilitate the obligation of the Thunder Bay District Health Unit (TBDHU) to provide a smoke and vapour free environment for its staff, clients and visitors.

1.2. This procedure supports Policy No. BH-02-13 Smoke and Vapour Free Workplace.

2. PROCEDURE

- 2.1. The use of smoke and vapour products are prohibited at all times and on all properties owned, leased or under the control of TBDHU.
- 2.2. Signs indicating that smoke and vapour product use is not permitted on TBDHU premises will be clearly posted at every entrance to the premises and/or property.
- 2.3. Clients and visitors to TBDHU are asked to observe the Smoke and Vapour Free Workplace policy while conducting business on TBDHU property.
- 2.4. TBDHU employees are authorized and encouraged to communicate the Smoke and Vapour Free Workplace policy with courtesy and respect to any person observed to be using a smoke or vapour product on the property, referring to posted signage.
- 2.5. If the person(s) refuse to comply or if the employee is uncomfortable approaching the individual, the employee should immediately notify the nearest available Manager, who will provide the individual with a Smoke & Vapour Free Notice (Attachment 7.1) citing the policy and advising of action(s) that may be taken.
- 2.6. If a TBDHU employee is observed using smoke or vapour products on the property, the appropriate manager should be advised.
- 2.7. All employees should be made aware that progressive discipline will apply and recurring violation of the Smoke and Vapour Free Workplace policy will result in discipline up to and including suspension and discharge.

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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.

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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

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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