



## City of St. John's Corporate and Operational Policy

**Policy:** 03-07-07 Smoke Free Workplace Policy

**Status:**

**Issued By:** Human Resources

**Revision No:** 5

**Revision Date:** 2014/10/20

**Date of Original Council  
Approval:**

1995/10/16

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 07 Health and Safety

**Title:** 07 Smoke Free Workplace Policy

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### **Purpose**

To provide a smoke free working environment for City employees.

### **Policy Statement**

#### **I. SCOPE**

This policy applies to all City employees, contractors, volunteers and visitors.

#### **II. POLICY STATEMENT**

Under the Provincial Smoke-Free Environment Act, smoking is prohibited in a workplace or any place that is normally open to members of the public.

Accordingly, it is the policy of the City of St. John's that smoking and the use of electronic cigarette products is prohibited in City buildings. The decision to provide designated smoking areas will be at the City's discretion. Work breaks will not be extended beyond those provided by the employer.

Smoking in vehicles: Smoking is prohibited in City vehicles at ALL times. In addition, an employee shall not smoke in his/her personal vehicle when transporting others on City business.

#### **III. RESPONSIBILITIES**

i) Employees

All Employees are required to respect the health and safety of others and to comply with policy guidelines. Failure to comply with this policy will result in disciplinary action.

ii) **Management**

All Managers and Supervisors will ensure that this policy is modelled and communicated to their staff and that it is fairly and consistently enforced.

#### IV. SMOKING CESSATION PROGRAM

The City offers a Smoking Cessation Program which has been developed to provide assistance and support to employees and their family members who have made the decision to stop smoking. For more information, please visit the link provided in the references section below.

#### V. DEFINITIONS

- 1) **City Business** refers to all business activities undertaken by Employees during the course of City of St. John's operations, whether conducted on or off City Premises.
- 2) **Electronic Cigarette Device** refers to a battery-powered vaporizer, usually resembling a tobacco cigarette, which releases a vaporized solution.
- 3) **Workplace** refers to any indoor or other space in which employees perform the duties of their employment, including but not limited to, City vehicles, lobbies, stairwells, elevators, washrooms, pools, etc.

#### REFERENCES

NL Smoke-Free Environment Act: <http://www.assembly.nl.ca/Legislation/sr/statutes/s16-2.htm>

Smoking Cessation

Program: <http://citynet/intranet/sjintranet.nsf/iSAAA/4AF650BC0BD8FEA4A3257C67004698E5?OpenDocument>

Occupational Health and Safety Policy

Statement: <http://citynet/intranet/policies.nsf/iAllIndex/9BE3A4250126B357A32569F9004DF769?OpenDocument>

#### **Application**

#### **Responsibilities**

All employees.

#### **Definitions**

## **References/Appendix**

### **Monitoring and Contravention**

#### **Approvals**

Support Services Committee Meeting October 10, 1995; Regular Meeting of Council October 16, 1995; Finance and Administration Standing Committee report December 6, 2000; Regular Meeting of Council December 11, 2000. Finance and Administration Standing Committee report – October 28, 2009; Regular Meeting of Council – November 9, 2009. Finance and Administration Standing Committee report - October 14, 2014; Regular Meeting of Council - October 20, 2014.

#### **Review Period**

#### **Available to Public**

- ☒ Yes
- ☐ No