



Smoke and Vapour Free Policy

1. Purpose

The Township of Southgate (Southgate) recognizes the significant health hazard of second-hand smoke/vape and the purpose of this policy is to protect the health and safety of Southgate employees and community members in relation to second-hand smoke and vapour in the workplace and other public places in compliance with Southgate's Healthy Community Plan and the legal responsibility of Southgate to comply with the Smoke-Free Ontario Act, 2017 (SFOA, 2017).

2. Policy Scope

This Policy applies to all Township of Southgate employees, including volunteer firefighters and Council members, as well as visitors, contractors, customers and all members of the public at all times.

3. Definitions

- a. "Community Recreational Facility" – means an enclosed public place that offers athletic and recreational programs to the local community and is owned by the Township.
- b. "Employees" – for the purpose of this policy only includes all employees, volunteer firefighters and other volunteers.
- c. "Enclosed Workplace" – as defined under SFAO, 2017 includes the following areas:
 - i. The inside portions of any building including offices, washrooms, lobbies, work depots, lobbies, stairwells, kitchens, hallways, trailers, etc.;
 - ii. All vehicles used by employees to conduct work (ex: pickup trucks, cars, SUVs, snowplows and any other equipment, regardless of who is in the vehicle;
 - iii. Any entrances covered by a roof or overhang;
 - iv. Any parking structures covered by a roof.
- d. "Public Property" - means municipally owned and maintained land open and or leased to the public for use. Excluding all municipal road allowances open or closed.
- e. "Smoking" – includes the action and practice of inhaling and exhaling, and the carrying of lighted tobacco or cannabis products.
- f. "Vaping" – including the action or practice of inhaling and exhaling the vapor produced by an electronic cigarette, e-cigarette or similar device.

4. Smoke-Free Public Property

- a. All smoking and vaping are strictly prohibited within 20 metres of:
 - i. All children's playgrounds;
 - ii. All Township owned sporting areas including the fan/viewing areas;
 - iii. The **perimeter** of all community recreational facilities. NOTE: For greater clarity, smoking and vaping is strictly prohibited on the entire grounds of community recreational facilities PLUS 20 meters surrounding the perimeter of the property as per SFOA, 2017.
- b. All smoking and vaping are strictly prohibited within nine (9) metres of:



- i. All entrances of Township owned buildings including but not limited to office buildings, libraries, work depots, fire halls, community halls, waste stations.

5. Smoke-Free Enclosed Workplaces

- a. No person shall smoke or vape in enclosed workplaces including depots, offices and all vehicles and equipment.
- b. Ashtrays or any equipment serving as an ashtray (ex coffee cup, tin can, bucket, etc.), are prohibited inside all enclosed workplaces.

6. Signage

- a. The Township will post "No Smoking" and "No Vaping" signs at all entrances, exits and vehicles and equipment.
- b. No person shall remove the signage in relation to no smoking and no vaping.
- c. Employees should notify their supervisor or HR if a sign is missing or faded so it can be replaced in a timely manner.

7. Compliance

a. Employees

- i. Any non-compliance with this policy will be subject to disciplinary action as per Policy #19 Progressive Discipline Policy.
- ii. Employees may also be reported to the Health Unit's Enforcement Officers for the enforcement of SFOA, 2017 violations and could be subject to fines.

b. Public

- i. Staff will work to educate members of the public on this policy.
- ii. If violations persist from members of the public, staff may report to the Health Unit's Enforcement Officers.
- iii. Enforcement of SFOA, 2017 is done by the Health Unit's Enforcement Officers and violations could result in fines.

c. Reprisal

- i. Under the SFOA, 2017 an employer shall not dismiss, threaten to dismiss, discipline, penalize or coerce an employee who obeys or seeks compliance with these laws.

8. Policy Review Cycle

This policy will be reviewed at minimum every three (3) years and updated if required.



Employee Signoff

Employee Acknowledgement of Policy #43:

I _____, have read and acknowledge this attached Policy #43: Smoke and Vapour Free Policy as an important part of my responsibilities as a Southgate employee. I will ensure to do my part to maintain a safe working environment for myself and my co-workers on a daily basis by following this policy and will not smoke or vape in prohibited spaces.

Signature

Print name

Dated