

Smoke Free Campus Policy & Procedures

Section	8 – Occupational Health and Safety	Policy No	8.04
Application	All CBU employees, students, visitors	Effective	October 17, 2018
Subject	Smoke Free Campus	Authorized	Signed by G. MacInnis

Cape Breton University strives to provide and promote a healthy work and educational environment for its students, employees and visitors. Recognizing the negative health implications of smoking and second hand smoke, the University promotes a smoke free campus and will encourage and support smoking cessation for students and employees.

1. Purpose

The primary purpose of this Policy is to enable the overall health and well-being of all members of the University community by promoting a smoke free environment. This Policy also serves to:

- Increase awareness of the detrimental impact smoking has on health and well-being of the smoker and others;
- Promote health and safety through diminished exposure to smoke by restricting smoking on University property;
- Support reduction and cessation of smoking through education and increased access to resources and support; and,
- Meet the requirements of the Occupational Health and Safety Act¹ and Smoke-free Places Act².

2. Application

This Policy applies to all students, employees and visitors to campus.

3. Definitions

“Employee” refers to any individual employed by the University including but not limited to those employed full time, part time, or on a casual, term or student basis.

¹ *Occupational Health and Safety Act*, SNS 1996, c 7

² *Smoke-free Places Act*, SNS 2002, c 12

“Smoking” includes the inhaling, exhaling, burning, or carrying of any lighted or heated tobacco product or other plant product intended for inhalation, including but not limited to cigarettes, cigars, pipes, hookahs (waterpipe) and cannabis. Smoking also includes the use of any oral or electronic smoking device that create an aerosol or vapor such as e-cigarettes or vaporizers.

“Tobacco Product” includes any substance containing tobacco leaf, including but not limited to cigarettes, cigars, shisha, snuff, chew, dip, bidis, blunts, clove cigarettes, or any other preparation of tobacco, but does not include any product used for nicotine replacement therapy.

“University property” includes any property owned, controlled or leased by Cape Breton University, including but not limited to land, buildings, vehicles, public places, and workplaces.

4. Smoking Restrictions

The University prohibits smoking in or on any University property with the exception of the areas identified in Schedule “A”. Individuals smoking in such locations must be at least 25 feet from the pay kiosks and are responsible for maintaining a safe distance from vehicles.

This Policy will be interpreted in accordance with the Human Rights Act³. Individuals may seek accommodation under the applicable University policies and procedures.

Cape Breton University recognizes the unique relationship that many Indigenous cultures have with traditional and sacred medicines such as tobacco, sweet grass, sage, and cedar, among others. The burning of sacred medicines will be conducted in accordance with the Smudging Ceremony Safety Guidelines.

Exceptions to this Policy, for example for research, must be approved by the President or designate.

5. Smoking Cessation Assistance

Student Affairs, with the support of the Max Bell Health Centre, will ensure health promotion efforts are undertaken with respect to cessation and support for students.

The Human Resources Department, in consultation with the Joint Occupational Health and Safety Committee, will ensure health promotion efforts are undertaken with respect to cessation and support for employees.

³ *Human Rights Act*, RSNS 1989, c 214

6. Responsibilities

The President's Executive Committee will:

- monitor the administration of the Policy ensuring those responsible for Policy administration properly fulfil those responsibilities; and,
- review and make any necessary Policy changes in the interests of the University.

Deans and Managers will:

- ensure employees are notified of the Policy;
- provide information and support to employees as required; and,
- take appropriate action to ensure enforcement of the Policy.

Student Affairs will:

- assist students with respect to information and support relating to smoking cessation and accommodation; and,
- enforce the Policy through the Code of Student Conduct.

Human Resources will:

- ensure new employees are informed of the Policy during the orientation process;
- assist employees with respect to information and support relating to smoking cessation and accommodation; and,
- enforce the Policy through the discipline process.

The Joint Occupational Health and Safety Committee will provide recommendations with respect to the administration of this Policy, including:

- recommendations relating to the design and site location of signage; and,
- recommendations regarding the design and implementation of an ongoing educational program relating to the health hazards of smoking.

Facilities Management will arrange for signage at appropriate locations.

Campus Security will assist in enforcing the policy through monitoring, reporting and administration of fines.

Any department establishing a contract with a third party for services on University property will include compliance with the policy as a term of the contract.

7. Enforcement

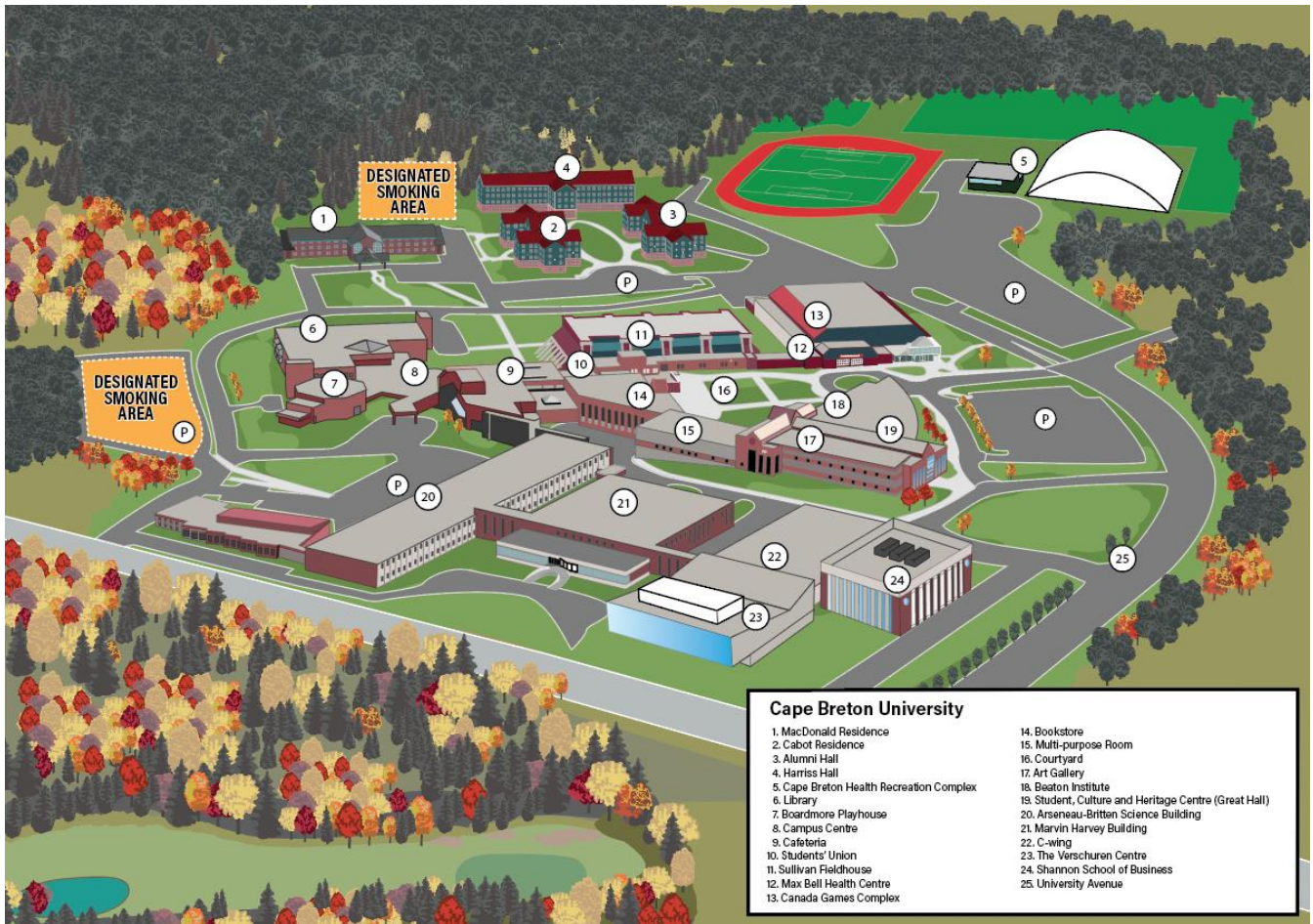
The success of this Policy will depend upon the consideration and cooperation of smokers and non smokers. The primary focus of enforcement will be voluntary compliance through education and signage.

Students who violate this Policy will be fined in accordance with the Code of Student Conduct.

Employees who violate this Policy will be subject to progressive discipline, up to and including dismissal. A first infraction will result in a written letter of warning and subsequent infractions will result in suspension or dismissal. If warranted based on the seriousness of the infraction, the written warning may be bypassed and a suspension or dismissal applied. For unionized employees, any discipline will comply with the relevant collective agreement.

Visitors who violate the policy may be asked to leave campus and may be restricted from accessing University facilities in future.

Schedule "A"
Smoke Free Campus Policy & Procedures



- Cape Breton University**
- | | |
|--|---|
| 1. MacDonald Residence | 14. Bookstore |
| 2. Cabot Residence | 15. Multi-purpose Room |
| 3. Alumni Hall | 16. Courtyard |
| 4. Harris Hall | 17. Art Gallery |
| 5. Cape Breton Health Recreation Complex | 18. Bixton Institute |
| 6. Library | 19. Student, Culture and Heritage Centre (Great Hall) |
| 7. Boardman Playhouse | 20. Arseneau-Britton Science Building |
| 8. Campus Centre | 21. Marvin Harvey Building |
| 9. Cafeteria | 22. C-wing |
| 10. Students' Union | 23. The Verschuren Centre |
| 11. Sullivan Fieldhouse | 24. Shannon School of Business |
| 12. Max Bell Health Centre | 25. University Avenue |
| 13. Canada Games Complex | |