



Village of Chase Policy Manual

Title:	ADM – 25 No Smoking Policy
Date Adopted:	Revised:
Date Effective:	Reviewed:
Special Notes / Cross Reference: WorkSafe BC Occupational Health and Safety Regulation Section 48.1	

POLICY: The Village of Chase wants its workplace to be a healthy and safe environment. Part of this is to control the exposure of workers at the workplace to environmental tobacco smoke by prohibiting smoking in the workplace and prohibiting smoking in Village of Chase vehicles.

This policy statement applies to all individuals working on behalf of the Village including permanent, temporary, casual, student and contract workers, volunteers and members of Council. It also includes any member of the public visiting or utilizing Village-run facilities.

PURPOSE: To meet the requirements of WorkSafe BC and provide a Smoke-free atmosphere in the workplace for all workers.

DEFINITIONS:

- **Electronic cigarette** means vapour or e-cigarettes;
- **Tobacco** means the use of any tobacco product including smokeless (chewing);
- **Village-run facilities** means the Village office, Fire Hall, Community Hall and the Public Works offices, buildings and yard;
- **Workers** means all individuals working on behalf of the Village including permanent, temporary, casual, student and contract workers, volunteers and members of Council;
- **Workplace** means any place where a worker is or is likely to be engaged in any work and also includes any vessel, vehicle or mobile equipment used by a worker in fulfilling their duties.

PROCEDURES:

1. Smoking is not allowed within any enclosed areas in Village-run facilities at any time;
2. Smoking is not allowed in Village vehicles at any time;
3. Smoking must be a minimum of 3 metres away from a doorway, window, or air intake of an indoor workplace;
4. In the Public Works yard the only place where smoking is allowed is adjacent to the salt storage area;
5. Smoking is prohibited where fuel tanks or flammable liquids are stored;
6. Supervisors will discuss the issue of smoking and smoking breaks with their staff to develop an effective solution that will not interfere with the productivity of staff but allow for the wishes of employees to be met;
7. Absence of “No Smoking” signs is no excuse for smoking;
8. Violations to this policy will be handled through standard disciplinary procedures;
9. Smokers are expected to bear in mind the health of non-smokers and to assist in maintaining a smoke-free atmosphere.