

GEORGIAN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Physical Resources

Procedure #: 5-106

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NON-SMOKING PROCEDURE

PURPOSE: To provide the College community and campus visitors with a healthy environment in which to work and learn that reflects the realities of today's health concerns.

SCOPE: All employees, students and visitors at all Georgian College locations in Ontario (with the exception of the student residences, designated outdoor dining patios, the Aboriginal Resource Centre, and the Kempenfelt Conference Centre, all of which have their own policies, in compliance with provincial legislation.

RATIONALE: Medical evidence confirms that secondhand smoke is a health hazard. Provincial legislation has been enacted to strictly regulate smoking in the workplace. As an educational institution, Georgian College has both a moral and a legal responsibility to provide a safe and healthy environment in which to work and learn. In addition to enforcing a non-smoking procedure, the College will assist students and staff who wish to stop smoking by providing information, support, and access to cessation programs.

REGULATIONS:

Staff, students and visitors are expected to:

1. comply with provincial legislation and local by-laws concerning smoking which do not permit smoking in any College building or College owned vehicle

2. comply with signage that indicates smoking is NOT allowed at any entrance to College buildings
3. smoke only in the designated areas on each College campus. The designated areas are clearly marked and include gazebos and open areas that are appropriately signed. Note that the Alumni Courtyard on the Barrie campus is designated as a non-smoking area with the exception of The Last Class patio and the smoking gazebo. (see Appendix A for maps of designated areas on campuses).
4. use the appropriate cigarette ash and butt receptacles located in designated areas

Notes:

1. If new legislation or by-laws result in a higher standard of conduct prior to this procedure being updated, the new legislation and/or by-laws will take precedence.
2. In addition, College administrators who have managerial or supervisory responsibilities are expected to assist campus security with the enforcement of the no-smoking policy (for example, by calling security or asking smokers to move to a designated smoking area).

LEGISLATIVE BASIS:

The legislative basis for this procedure can be found in provincial legislation and in local municipal and city by-laws.

The provincial legislation is the Smoke-Free Ontario Act, effective May 31, 2006.

The Act can be found on-line at:

www.health.gov.on.ca/english/public/updates/archives/hu_05/smoke_free_ontario_act.pdf

SANCTIONS:

Staff, students, and visitors are required to comply with this procedure. Campus security will take the following action with individuals who violate this procedure:

1. Inform the violator of the College policy and request that they move to a designated area. If the individual does not comply with the request, campus security will move to step #2.
2. If an individual refuses to comply with a request to move to a designated smoking area, a fine of \$50 will be levied. If the offender refuses to produce identification, the security officer may take a photo of the individual for the sole purpose of identifying the person.

3. A repeat offender will be advised that (s)he could be charged with trespassing. In addition, the following action will be initiated by the security officer:
 - a) A student – the Dean will be notified; the Dean will give the student a written or verbal warning.
 - b) Staff member – the employee's manager will be notified; the manager will give the employee a warning in accordance with Georgian College Procedure 4-118 - Workplace Discipline.
 - c) A contractor – the appropriate Director or Dean responsible for hiring the contractor will be notified; the contractor may be charged with trespassing.
 - d) A visitor – may be charged with trespassing.

4. For subsequent offenses, the following action will be initiated by the security officer:
 - a) A student – the Dean will recommend the appropriate sanction, up to and including expulsion, with the approval of the Vice President, Academic.
 - b) A staff member – the employee's manager will follow progressive discipline steps in keeping with Georgian College Procedure 4-118 – Workplace Discipline.
 - c) A contractor – the appropriate Director or Dean responsible for hiring the contractor will be notified; the contractor will be charged with trespassing.
 - d) A visitor – will be charged with trespassing.

Note: Offenses will be tracked by Physical Resources and documentation copied to employee and student files as appropriate

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