

Smoke Free Campus

Policy Title:	Smoke Free Campus
Owner:	Corporate Services
Approved by:	CET
Effective Date:	October 15, 2018

St. Lawrence College is committed to making our resources usable by all people, whatever their abilities or disabilities. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Contractor: A person, partnership or group of people who, through a contract, agreement or ownership, directs the activities of one or more employees involved in work at a work site on St. Lawrence College property.

Electronic Smoking Device(s): Any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

Employee: A person on the payroll of St. Lawrence College.

Hookah: Waterpipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, cannabis or other plant matter.

Smoking: Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs (waterpipe) and cannabis, whether natural or synthetic, in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device. This definition does not include emissions from College approved-for-use equipment, e.g. smoke machines, approved pyrotechnics.

Student: A person registered in a course at St. Lawrence College at any location in any delivery model.

Cannabis: the psychoactive dried flower buds, leaves, or preparations (such as hashish) or chemicals (such as THC) that are derived from the cannabis plant.

Tobacco Product(s): Any substance containing tobacco leaf, including but not limited to,

cigarettes, cigars, pipes, hookah (waterpipe), shisha, snuff, chew, dip, bidis, blunts, clove cigarettes, or any other preparation of tobacco.

College Property: Any land boundary owned and controlled, or leased, by St. Lawrence College, inclusive of buildings, including all student residence buildings, learning places, public places, and workplaces.

Vehicle: Any and all modes used for transporting people or goods, such as a car, golf cart, truck, bus.

Purpose:

The primary purpose of this Policy is to enable the overall health and well-being of all members of the St. Lawrence College Community. This Policy also serves to:

- a) Confirm St. Lawrence College’s commitment to a healthy and safe environment;
- b) Diminish exposure to smoke, cannabis and tobacco and promote health and safety by prohibiting smoking and cannabis and tobacco use on College property, including in vehicles;
- c) Support reduction and cessation of smoking and use of cannabis and tobacco products through education, culture change and increased access to resources and support such as counselling and medication;
- d) Acknowledge that some traditional spiritual or cultural ceremonies involve the use of sacred medicines (i.e. sage, cedar, sweetgrass, tobacco);
- e) Increase awareness about the detrimental impact smoking has on health and well-being; and
- f) Establish the responsibility of roles, as outlined in this Policy and associated Procedures, of those who are in a position to make or influence decisions at St. Lawrence College to comply with and enforce the policy.

Scope:

This policy applies to all Members of the College Community (“Community Members”)

Community Members include, but are not limited to: students, staff, faculty, contractors, volunteers, observers, visitors, Student Government employees and institutional administrators and officials representing St. Lawrence College.

POLICY STATEMENTS

1. St. Lawrence College has a responsibility to provide all those within the scope of this Policy with a safe and healthy environment.

2. This Policy will be interpreted in accordance with the Ontario Human Rights Code, as amended from time to time.
3. Smoking and/or the use of any cannabis and tobacco products (including chewing tobacco) is prohibited in all owned and leased St. Lawrence College buildings and on all owned and leased St. Lawrence College grounds.
4. The use of electronic cigarettes is prohibited wherever smoking is prohibited and is subject to the same restrictions as cannabis and tobacco.
5. Smoking and the use of cannabis and tobacco products is prohibited in any vehicle, whether a personal vehicle or College owned vehicle, while on College property. Smoking and using cannabis and tobacco products in College owned vehicles is prohibited at all times on or off College Property, in accordance with the Smoke-Free Ontario Act.
6. The use of nicotine replacement therapy products, i.e. patches, for use in treating nicotine or tobacco dependence are permitted by the Policy.
7. Those smoking or using cannabis and tobacco products in areas surrounding the College are expected to avoid littering, and to respect municipal by-laws and provincial legislation. They are asked to be considerate of neighbouring residents, business and institutions.
8. Any individual found to be in breach of the smoking policy may be subject to disciplinary action and/or fines in line with relevant procedures.
9. This policy excludes the cultural and ceremonial use of First Nations, Metis and Inuit traditional medicines in designated areas. Requests for traditional and spiritual ceremonies outside of designated areas will be facilitated by Facility Management Services.

MONITORING

This policy will be monitored by Facility Management Services.

POLICY REVISION DATE

October 1, 2018

SPECIFIC LINKS

<http://www.stlawrencecollege.ca/smokefree>

APPENDIX A AND ATTACHMENTS

Accountability and Enforcement

1. Reasonable care and diligence shall be exercised to prevent contravention of the laws of Ontario and this Policy. The College has identified roles and responsibilities as follows:
 - 1.1. The Sr. Vice-President Corporate Services is responsible for ensuring that the parties or party responsible for the day-to-day implementation and enforcement of this Policy fulfill those responsibilities accordingly, and also, for monitoring this Policy and ensuring compliance.
 - 1.2. Managers will ensure their employees are notified of the Policy, provide the resources and support necessary to ensure compliance with this Policy, and take appropriate administrative action for non-compliance with the Policy. They will also provide direction to cessation support services when requested by employees.
 - 1.3. All departments on campus that engage in drafting and executing contracts are responsible for ensuring that their contracts for third-party work (contractors) on College property clearly state that the College is a smoke-free campus.
 - 1.4. The Environment, Health & Safety office will administer requests for traditional and spiritual ceremonies outside of designated areas.
 - 1.5. Community Members are responsible to be in compliance with this Policy and are encouraged to communicate this Policy to other Community Members. The success of this Policy is dependent upon the courtesy, respect and cooperation of Community Members, not only to comply but to continue to encourage the compliance of others.
 - 1.6. Facility Management Services will:
 - 1.6.1. Post and maintain appropriate signs throughout the College. The type and location of signs shall comply with legislative mandates and the goals of the Policy;
 - 1.6.2. Monitor and remove smoking-related refuse found on College Property.
 - 1.7. Environment, Health and Safety Services will monitor and ensure compliance to the Policy; this may include education, warnings, fines and disciplinary proceedings in accordance with existing student, staff and/or faculty disciplinary procedures, as applicable.

- 1.8. Student Services will ensure health promotion efforts are undertaken with respect to cessation and support for students. They will also provide direction to cessation support services when requested by students. Student Services will also enforce the Policy where appropriate through application of the Student Code of Conduct.
 - 1.9. Human Resources will ensure health promotion efforts are undertaken with respect to cessation and supports for employee groups. They will also provide direction to cessation support services when requested by staff and faculty. They will also enforce the Policy where appropriate in accordance with established disciplinary policies and procedures and by the terms of existing contracts of employment or collective agreements, where applicable.
2. Supports
- 2.1. The College will undertake education efforts related to smoking cessation in partnership with local community Health Agencies, as appropriate.
 - 2.2. Any concern or question regarding the interpretation or application of this Policy can be directed to:
 - Environment, Health and Safety Services for enforcement matters,
 - Facility Management Services for signage, cleaning and/or related physical property related matters,
 - Human Resources for cessation support for faculty and staff, and
 - Student Services for cessation support for students.