

TITLE: Smoke-Free Environment	SECTION: Health & Safety
DATE: August 12, 2010	POLICY NO. KDSB-HSF-I-04
APPROVED BY: Resolution #2010-97	REVISED:

1. POLICY STATEMENT

To ensure a healthy work environment and to comply with applicable legislation, KDSB workplaces and vehicles shall be smoke-free.

2. POLICY

Smoking in all KDSB owned/leased buildings/facilities and vehicles is prohibited.

No employee, customer, client, guest, business invitee or visitor shall smoke cigarettes, cigars or any similar product whose use generates smoke. This prohibition includes all areas within buildings as well as outside within three (3) metres of doorways, operable windows and air intakes. "Smoking" shall include the inhaling, exhaling, or burning of any tobacco or similar product whose use generates smoke.

Employees who wish to smoke shall be permitted to do so during their regularly scheduled breaks provided such breaks are conducted in a designated smoking area at least three (3) metres away from the outside of all KDSB owned/leased buildings/facilities. The designated smoking area will be equipped with a fireproof disposable container. The area must be kept clean and cigarette and cigar butts shall be disposed of properly in the fireproof disposable container.

Employees required to use their own vehicles on KDSB business will refrain from smoking inside the vehicle if required to transport other KDSB employees who do not wish to be exposed to second-hand smoke.

Employee(s) violating this policy will be subject to disciplinary action. Visitors, clients, customers, suppliers who do not adhere to this policy will be asked to extinguish the smoking materials and leave the property. Repeat offenders will be refused entry to the property.

Implementation of Processes and Procedures

The Chief Administrative Officer shall ensure that appropriate Directives detailing processes and procedures are issued and maintained to implement and carry out the intent of this policy.