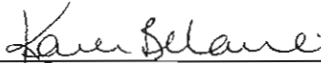
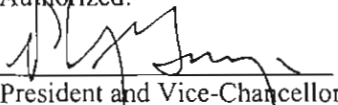
 McMaster University Risk Management Manual	RMM # 402 Title: Smoking in the Workplace/Public Areas Program	Date: April 2009 Page: 1 of 3
Submitted: Risk Management Support Group	Approved:  Vice President, Administration	Authorized:  President and Vice-Chancellor

1 PURPOSE


- 1.1 To affirm McMaster University's commitment to provide a smoke free and healthy environment for students, employees and visitors.
- 1.2 To comply with statutory requirements regarding smoking.
- 1.3 To move the University toward a smoke free environment.

2 SCOPE

- 2.1 The program applies to faculty, staff, students and visitors while on McMaster University Property during any activity.
- 2.2 Organizers and attendees of public events such as conferences, meetings, public lectures, social and cultural events using McMaster University facilities are required to comply with this Smoking Program.
- 2.3 Smoking is prohibited in University buildings including all student residences.
- 2.4 In order to discourage the use of tobacco products, McMaster University will not sell cigarettes, tobacco and other tobacco products on its premises.
- 2.5 Smoking is prohibited within nine (9) meters of any main floor entrance or exit of any University building.
- 2.6 Smoking is prohibited within nine (9) meters of any fresh air intake duct or opening window into a University building.
- 2.7 Smoking is prohibited in all McMaster University vehicles.
- 2.8 McMaster University accepts that some traditional aboriginal ceremonies involve the use of smoking tobacco products, as provided under the Smoke-Free Ontario Act 2006. These events must be approved through EOHSS.

3 RELATED DOCUMENTS

- 3.1 Smoke Free Ontario Act S.O. 94, C.10
 - 3.2 O. Reg. 48/06
 - 3.3 The Corporation of the City of Hamilton by-law No. 02-054 "A by-law to regulate smoking in the public places and workplaces" March 6, 2002.
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4 DEFINITION

- 4.1 **"Smoking"** refers to the smoking of any tobacco product and also includes the carrying of a burning cigarette, pipe or cigar in any enclosed space.
- 4.2 **"Designated Main Floor Entrance"** refers to a grade level main floor entrance that has been posted with an approved sign prohibiting smoking within nine (9) meters of the entrance.
- 4.3 **Acronyms**
EOHSS – Environmental and Occupational Health Support Services
FHSc – Faculty of Health Sciences Safety Office

5 RESPONSIBILITIES / ENFORCEMENT

5.1 **Role of Senior Managers (Deans / Directors / Chairs / Managers):**

Senior Managers shall:

- provide the resources and support necessary to ensure compliance with this program; and
- ensure that smoking cessation support services are available to all employees and students, through Employee and Family Assistance Plan and Campus Health Centre.

5.2 **Role of Supervisors:**

The supervisor shall:

- manage and implement this program in all work areas over which they have assigned responsibility;
- address and resolve complaints about non-compliance with this program and
- contact EOHSS or Faculty of Health Sciences Safety Office in all instances involving unresolved violations of the program.

5.3 **Faculty Staff and Students:**


Faculty Staff and Students shall:

- observe the no smoking program while in University buildings and while within nine (9) meters of a ground level entrance to a building and/or a fresh air intake duct.

5.4 **Role of EOHSS and Faculty of Health Sciences Safety Office:**

These offices shall:

- assist in the resolution of unresolved compliance issues related to this program.

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5.5 Role of Parking and Security Services:

Parking and Security Services shall:

- assist in the resolution of unresolved smoking compliance issues in areas within nine meters of main floor entrances to University buildings.

5.6 Role of Facility Services Department:

Facility Services shall:

- post appropriate signs at designated main floor entrances to all buildings and in other designated areas outside buildings to ensure there is no entrapment of second hand smoke into the building air intakes. The type and location of signs shall comply with regulatory requirements.

5.7 Municipal by-law Enforcement Officer and Regional Public Health Inspectors:

These officers are responsible for the statutory enforcement of the smoking by-law that specifies in part that:

- anyone who violates, who condones a violation or is the employer in a facility in which a violation takes place is subject to a fine up to \$5,000. The Municipal by-law enforcement officer and Regional Public Health Inspectors may lay charges;
- that violations may be reported to "The Tobacco Hot-line" (Regional Public Health Department) at (905) 540-5566; and
- City of Hamilton Public Health and Community Services shall carry out inspections and investigate complaints in order to enforce the Smoke-Free Ontario Act 2006 and City of Hamilton Smoking By-Law No. 02-054.

PENALTIES

- There is no maximum corporate fine for contravention of the Smoke-Free Ontario Act 2006; and
 - There is an individual maximum fine of \$5,000.
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