

SMOKE FREE ENVIRONMENT

HS 14

INTENT

SCCSS is committed to providing a healthy, comfortable and productive work environment for our employees, clients and visitors. In order to eliminate hazards and ensure a safe, healthy workplace we are committed to making SCCSS entirely smoke-free.

POLICY

All forms of tobacco use and products that mimic tobacco are not permitted in any Society program, facility or vehicle.

Areas far enough away from the building to prevent second-hand smoke from entering the building are acceptable smoking areas. It is the responsibility of the smoker to ensure that all materials used for smoking in this area, including cigarette butts and matches, will be extinguished and disposed of appropriately.

Staff should refrain from smoking while working with clients. If a client is a smoker, staff has the right to choose a smoke-free environment.

PROCEDURE

1. The policy will be incorporated into the Employee Handbook.
2. New employees will be informed of the policy at their orientation.

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: H&S Committee	FREQUENCY: Quarterly