

BIG LAKES COUNTY

TITLE:	SMOKING IN THE WORKPLACE
APPROVED BY COUNCIL:	July 22, 2015
EFFECTIVE DATE:	July 22, 2015
POLICY NO.	ADMIN-50
LEGAL AUTHORITY:	Alberta Tobacco and Smoking Reduction Act

POLICY STATEMENT

Big Lakes County recognizes its responsibility as an employer to ensure that all of its workplaces are as healthy and safe as possible for employees and visitors. To this end, Big Lakes County, in accordance with the Tobacco and Smoking Reduction Act, R.S.A. 2014 (Chapter T-3.8) hereby establishes a Smoking in the Workplace Policy.

DEFINITIONS

“Public Place” is all or any part of a building, structure or other enclosed area to which members of the public have access including common areas of multi-unit residential facilities, group living facilities, outdoor bus and taxi shelters, licensed premises, restaurants, hotels and public vehicles (*Tobacco and Smoking Reduction Act, R.S.A. 2014, c.T-3.8, s.1*).

“Workplace” is all or any part of a building, structure or enclosed area in which employees perform the duties of their employment and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles (*Tobacco and Smoking Reduction Act, R.S.A. 2014, c.T-3.8, s.1*).

POLICY

1. Big Lakes County shall establish and maintain a Smoking In the Workplace Policy.
2. The Policy shall be in accordance with the Alberta Tobacco and Smoking Reduction Act and the Occupational Health & Safety legislation, whereby smoking is prohibited in all public places and workplaces in the province:
 - a. Smoking is prohibited inside any and all County buildings, structures, equipment and vehicles; and
 - b. Smoking is prohibited within five meters (16.4 feet) of any doorway, window or air intake of a public place or workplace; and
 - c. Smoking for all County Councilors, managers, staff, contractors and visitors will be confined to designated smoking areas *only*; and

- d. Designated areas shall be clearly marked; and
 - e. County managers shall be responsible for ensuring proper signs are in place indicating the designated areas.
3. Any employee found in violation of this Policy and the Act will receive disciplinary action according to Big Lakes County Disciplinary procedure (*see Safety Manual, E.1*).
4. Any employees and members of the public in violation of the Act are liable to receive fines according to the Act, c.T-3.8, s.8.



Reeve



Chief Administrative Officer