

## Ingersoll Support Services Inc.

<b>Policy: Smoking and the Workplace</b>	<b>Policy # HS 15</b> <b>Section: Health and Safety</b>
<b>Reviewed and Effective:</b> October 15 2018 <b>Revision Date:</b> June 2017, October 15 2018 <b>Date of Origin:</b> June 28 2016	<b>Ministry requirement – Smoke Free Ontario Act</b>
<i>Ingersoll Support Services maintains a commitment to the health and safety of all its employees. Smoking has been scientifically proven to be harmful to the health of both smokers, and non-smokers that come into contact with second-hand smoke. In the interest of promoting a safe and healthy work environment, but also maintaining the right of workers to smoke, Ingersoll Support Services has adopted this smoking policy.</i>	

### Definitions

**Smoking** – The act of lighting, inhaling or carrying of a lighted or smoldering tobacco product or cannabis product; inhaling or exhaling vapour from an electronic cigarette or water pipe; and holding or otherwise having control over an activated electronic cigarette or activated water pipe.

**Electronic Cigarette** – A vaporizer or inhalant-type device, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled directly through the mouth by the user of the device, whether or not the vapour contains nicotine.

**Mainstream Smoke** – The smoke directly inhaled by the smoker. Smoking has been shown to be the largest preventable cause of premature death.

**Second Hand Smoke** – Smoke that is exhaled by the smoker. Even indirect smoke such as this has been proven to create a health risk to anyone exposed to it.

**Side Stream Smoke** – The smoke that is emitted from the burning tip of a cigarette, e-cigarette, pipe or cigar. This type of smoke has been proven to be the most harmful, as it contains higher levels of carcinogenic chemicals.

### Procedure

Smoking permitted within this policy is limited to tobacco-based products. The smoking

of cannabis and cannabis-related products is strictly prohibited on company property (see *Policy HR 27 Substance Abuse*). Medical marijuana will be treated the same as all other medically approved medication (see *Policy HR 26 Accommodation*).

Smoking of any kind shall be prohibited within all company premises, and is applicable to all employees, persons supported, guests and contractors. This policy also extends to include company vehicles, personal vehicles being used for company purposes, and any hotel rooms or rental cars booked for company purposes. When in the community for company purposes, Ingersoll Support Services expects all employees to:

- Refrain from smoking when in the company of supported individuals or other employees; and
- Adhere to applicable laws and regulations with respect to smoking.

Ingersoll Support Services has no intentions toward influencing the actions of employees' smoking habits when away from work and as such, will not discharge employees, or refuse to hire applicants on the grounds that they engage in smoking.

#### Designated Smoking Areas

Each workplace will have a designated outdoor smoking area. Where possible, the area must be at least 9 metres from the entrance of the workplace. This is deemed 'possible' in the following cases:

- Where double staffing is in effect
- Where a supervisor and/or manager deems a supported individual(s) able to be left alone for short periods of time
- Any day program location
- Administrative Office

Where a supervisor and/or manager deems a supported individual(s) unable to be left alone for short periods of time, the designated outdoor smoking area will be located in a strategic position which provides for the following:

- Easy and rapid access to the person supported allowing for quick response time in case of emergency
- Respect for the supported individual's right to not be exposed to second hand smoke and/or side stream smoke

The cleanliness and disposal/removal of waste resulting from smoking will be the responsibility of the person(s) participating in the act, by the end of each shift.

### Smoking Breaks

Ingersoll Support Services will allow employees to take smoking breaks at reasonable intervals. The term 'reasonable' refers to a break frequency that does not abuse this allowance or put supported individuals in danger.

### Violations

In the event of a violation of this policy, Ingersoll Support Services may pursue smoke free work locations and/or disciplinary action up to and including termination of employment. Employees that witness violations are required to report the infraction to their supervisor and/or manager.