

**Policy and Procedure**

Title:	<b>Smoke-Free Environment</b> <i>(Formerly: Non-Smoking Policy)</i>
Policy Number:	01.003
Effective Date:	December 15, 1994
Revised Date:	May 12, 2015
Approving Body:	President and CEO
Authority:	CancerCare Manitoba Act
Responsible Officer:	
Delegate:	
Contact:	Manager, Human Resources Department
Applicable to:	CCMB Community

1.0 **BACKGROUND:**

- 1.1 CancerCare Manitoba (CCMB) is committed to the comfort, health, and well-being of all who attend its facilities including patients, staff and the general public, and to protecting them from the harmful effects of exposure to second-hand smoke while attending a CCMB Facility.

2.0 **PURPOSE:**

- 2.1 To provide CCMB Staff with clear guidance on what is meant by a smoke-free environment and how to respond to those not complying with the policy.
- 2.2 To provide instruction on appropriate signage and communication regarding the policy.
- 2.3 For the purposes of this policy, second-hand smoke shall include the vapor emitted from electronic cigarettes (e-cigarettes), therefore e-cigarettes are subject to the same restrictions as tobacco products.

3.0 **DEFINITIONS:**

- 3.1 **CCMB Staff:** all persons employed or contracted by CCMB, including physicians, as well as volunteers, board members and students.
- 3.2 **Smoke-Free Environment:** space where the smoking of tobacco or other products is prohibited, including cigarettes, cigars, pipes, e-cigarettes, or any other device that produces smoke or vapor.
- 3.3 **CCMB Facilities and Grounds:** any building, or portion of a building, owned or operated by CCMB, as well as outdoor areas immediately adjacent to those buildings, i.e. entryways, sidewalks, driveways, green spaces, parking areas.

4.0 **POLICY:**

- 4.1 Smoking is prohibited for all CCMB Staff, patients, families and any other visitors

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in all areas of CCMB Facilities and Grounds.

- 4.2 Where Grounds are minimal or non-existent, there shall be no smoking within a minimum distance of 8 meters of an entranceway, openable window, or building air intake of a CCMB Facility.
- 4.3 While any CCMB Staff member has the authority to ask others to comply, enforcement of this policy is the responsibility of the service area / department responsible for the area in question. General areas, such as main hallways or entryways, are the responsibility of the Security Department.
- 4.4 Signage indicating that all areas of CCMB Facilities and Grounds are a Smoke-Free Environment shall be posted in clearly visible spaces, both within and outside the facilities.

5.0 **PROCEDURE:**

- 5.1 Any CCMB Staff member may approach another who is smoking in a CCMB Facility or Grounds and ask them to either cease or leave the area.
- 5.2 If the person asked to cease smoking or leave the area is non-compliant, the staff member should call their manager or Security, and in the case of it being a CCMB Staff member who is non-compliant, call Human Resources.
- 5.3 Further action is dependent on the individual situation.

6.0 **REFERENCES:**

- 6.1 The Non-Smokers Health Protection Act – Manitoba – April 2014.
- 6.2 City of Winnipeg Outdoor Smoking By-Law No. 62/2011.
- 6.3 WRHA Smoke-Free Policy No. 10.00.010.

**Policy Contact:**

All enquiries relating to this policy should be directed to:

Name:

Title/Position: Manager, Human Resources Department

Phone:

E-mail:

Address:

(if required):

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**DOCUMENTATION**

**Policy Location:**

This policy is located (hard and e-copy formats):

1. The original signed and approved policy is on file in the Executive Office, CCMB
2. The e-copy is on file in the CCMB Governing Documents Library, SharePoint
- 3.

**Revision History:**

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
15/12/1994	1	Initial		
29/03/2006	2	Revision		
12/05/2015	3	Minor Revision	Policy Team Sr Leaders	Name of policy changed from Non-Smoking Policy to Smoke-Free Environment. E-cigarettes and vapor included in this policy.
28/03/2018	3	Minor revision	S.Friedenberger	Reformatted to new template

**Approvals Record:**

This Policy requires approval by:

Approval	Date	Name / Title	Signature
		Not required.	

**FINAL APPROVAL:**

Date	Name / Title	Signature
16/09/2015	Dr. S. Navaratnam President and CEO, CCMB	<i>Original signed by Dr. S. Navaratnam</i>