

688.0	SMOKING	688.0
Application: All Employees	References: BC Workers' Compensation Board Act Sections 4.81 – 4.83	

POLICY:

Employees adhere to the established guidelines of no smoking at all sites owned, leased or operated by the NSDRC.

Employees adhere to the established guidelines of no smoking in vehicles owned, leased or operated by the NSDRC.

For the purposes of this policy, a vehicle used to transport people receiving services is recognized as a work site.

People we support, their friends or family members, do not have the authority to give employees permission to smoke while they are present.

Employees found to be in contravention of the established guidelines of no smoking may face disciplinary action up to and including dismissal.

REASON FOR POLICY:

The NSDRC adheres to applicable legislation to ensure a smoke free living and working environment for the people we support, employees and community members.

DEFINITIONS:

Worksite: A location where work is performed, including private vehicles and private residences.

PROCEDURES:

1. Smoking is permitted only in designated smoking areas.
2. Cigarette butts are extinguished in a sand bucket located at the designated smoking area and are maintained by tobacco users.
3. Employees wash their hands and face to minimize odors associated with smoking prior to resuming their duties. Refer to **Policy 935.0 Hygiene – Universal Precautions** for further information.
4. Smoking is not permitted in vehicles owned, leased or operated by the NSDRC. Refer to **Policy 883.0 Vans** for further information.

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5. Personal vehicles used to transport the people we support must be smoke free at least ½ hour prior to the event.
6. Employees supporting the people we support in the community are not permitted to smoke in a manner or place that will expose the person to second hand smoke.
7. Concerns in regard to smoking around people we support or smoking at the worksite are reported to the Program Manager or the Occupational Health and Safety Committee Representative.