



Policy for a smoke-free environment

April 2015

TABLE OF CONTENTS

1. PURPOSE 1

2. POLICY STATEMENT 1

3. OBJECTIVES 1

4. FIELD OF APPLICATION..... 2

5. SIGNS..... 2

6. SMOKING CESSATION SUPPORT PROGRAM **Erreur ! Signet non défini.**

7. ROLES AND RESPONSIBILITIES 3

 7.1. The Municipal Council approves this policy..... 3

 7.2. Head of Human Resources..... 3

 7.3. General Management (or Human Resources Management) 3

 7.4. Management..... 3

8. INFRACTIONS AND SANCTIONS 3

9. MANAGEMENT OF COMPLAINTS..... 4

10. REVISION 4

11. DATE OF ENTRY INTO FORCE 4

12. RECEIPT FORM 4

Appendix 1 – Smoking Cessation Support Program

1. PURPOSE

Determining conditions for tobacco use in the Town of Rosemère as well as the rights of smokers and non-smokers, in compliance with the *Tobacco Act* (L.Q. 1998 c.33).

2. POLICY STATEMENT

The *Tobacco Act* prohibits the use of tobacco in most public places and prohibits smoking in all enclosed working environments in response to the issue of public health as it relates to exposure to tobacco smoke in the environment.

The Town recognizes that exposure to second-hand smoke from tobacco is harmful to health and that non-smokers must be protected. It also recognizes that the use of tobacco in all its forms is harmful to the consumer.

In order to minimize health risks associated with second-hand smoke, the Town prohibits its employees from smoking inside municipal vehicles and buildings. The Town has therefore developed this policy to protect the health of one and all.

In addition, as a participant in the 0-5-30 COMBINATION PREVENTION Program, the Town seeks to encourage its employees to adopt a healthy lifestyle.

Finally, given the lack of consensus on research related to the use of electronic cigarettes and further to the warning issued by the national director of public health (see: <http://www.msss.gouv.qc.ca/sujets/santepub/tabac/index.php?mise-en-garde-contre-la-cigarette-electronique>), e-cigarettes are considered to be a tobacco product and the Town does not tolerate the use of e-cigarettes (or any other similar product) in municipal vehicles or buildings.

3. OBJECTIVES

With this policy, the Town seeks to:

- Promote the health of its personnel and visitors.
- Improve quality of life by encouraging the adoption of healthy living habits and providing a safe and healthy smoke-free work environment.
- Assume the responsibilities entrusted to it by the *Tobacco Act*.
- Make smokers aware of the risks and dangers inherent in the use of tobacco.
- Increase safety in the work environment by reducing the risk of fires, burns and explosions.

4. FIELD OF APPLICATION

Targeted individuals

This policy applies to all employees, both regular and temporary, as well as students, interns and any other person (councillors, citizens, sub-contractors, clients, suppliers, guests, tenants) who use municipal vehicles and/or enter municipal buildings.

Targeted premises

- Interior of all municipal buildings.
- Exterior of all municipal buildings where community or recreational activities for minors are carried out, within a nine-metre (9 m) radius of any door connecting to these premises. However, if this radius or part of it exceeds the land on which these premises are located, the prohibition applies only up to the property line.
- Inside all municipal vehicles, including rented vehicles.

E-cigarettes and/or similar products

This policy also applies to the use of electronic cigarettes. In fact, the Town in no way tolerates the use of e-cigarettes and/or other similar products in its buildings and municipal vehicles.

5. SIGNS

No-smoking signs will be posted at the entrances of all premises where smoking is prohibited. Removing or altering these signs is prohibited.

The absence of signs does not constitute permission to smoke and in no way limits the application of this policy.

The smoke-free environment policy is available on the Town's website, is given to employees at the time of hiring, and is available to any employee or visitor requesting it.

The Public Works Department must ensure that signs and identification of the nine-metre (9 m) limit are present, in good condition, and visible to employees and visitors alike.

6. SMOKING CESSATION SUPPORT PROGRAM

The Town has made it its mandate to support employees wishing to quit smoking.

To this end, employees who smoke and would like to quit can get help thanks to the Town's Employee Assistance Program (EAP).

Public organizations like the CSSS can also provide individual or group programs to help smokers quit (see Appendix 1 of this policy for information).

7. ROLES AND RESPONSIBILITIES

7.1. *The Municipal Council* approves this policy.

7.2. *Head of Human Resources*

- Informs employees about this policy.
- Advises his superiors on the application of this policy.
- Ensures that the policy is posted and that all municipal management personnel and employees have taken due note of its contents.
- Takes the measures needed to promote awareness of, disseminate, revise and ensure compliance with this policy.

7.3. *General Management (or Human Resources Management)*

- Approves this policy and, if need be, its updates.
- Ensures compliance with this policy and the *Tobacco Act*.

7.4. *Management*

- Set an example by complying with the rules stipulated in this policy.
- Ensure that the Town's employees comply with the policy and the *Tobacco Act*.
- Take all reasonable measures to ensure that all who use municipal services as well as visitors, residents, sub-contractors, clients, suppliers, guests and tenants comply with this policy and the *Tobacco Act*.

Every employee, service user, resident, client, supplier, guest and tenant is responsible for complying with the obligations stipulated in this policy.

8. INFRACTIONS AND SANCTIONS

Any Town employee who breaches the measures of the *Tobacco Act* or this policy may be subject to disciplinary measures that could include firing.

The *Tobacco Act* stipulates that a person who smokes where it is prohibited is liable to a fine. If need be, the Town reserves the right to notify the proper authorities of any breach of the law.

Any person refusing to comply with this policy will be denied access to the establishment without further notice.

9. MANAGEMENT OF COMPLAINTS

It is important to oversee the application of this policy and adopt the means to ensure its compliance.

The application of this policy is assumed by one's immediate superior and/or his designated representative, who ensures its follow-up and produces a report to the Human Resources Department.

Any complaint related to this policy must be forwarded to one's immediate superior and/or his representative who produces a report to the Human Resources Department.

In the event that the complaint relates to a department head or elected official, it is forwarded to General Management.

Finally, in the event that the complaint involves General Management, it is referred to the mayor.

10. REVISION

This policy will be revised as needed.

11. DATE OF ENTRY INTO FORCE

This policy comes into effect upon adoption by the municipal council and replaces any prior policy or practice.

12. RECEIPT FORM

I received a copy of the *Smoke-free Environment Policy*; I have read and understand its contents. Management has answered all of my questions in a satisfactory manner. I understand that I am required to comply with this policy.

I also understand that this policy is, of necessity, called to evolve and be modified. It is therefore understood that any changes made to this policy could result in the replacement, modification,

or elimination of any one of its components. Management will advise me of these changes by way of an official notice. I accept responsibility for keeping abreast of these changes.

Please return a duly signed copy of this receipt form and keep the original for your files.

Employee

Date

**APPENDIX 1
SMOKING CESSATION
SUPPORT PROGRAM**

Smoking Cessation Support Program

Here is a website for those wishing to quit smoking or pursue their success in quitting. It provides web (columns, discussion, forum, tips, etc.), telephone and personalized support. They can discuss with a contact person or go to a quit smoking centre for a consultation.

Interactive website: <http://www.iquitnow.qc.ca/>

Telephone helpline: 1-866-JARRETE
(1-866-527-7383)



Quit Smoking Centres in Québec:

Quit Smoking centres provide free services adapted to your needs, whether you are a smoker or an ex-smoker. To support you in your efforts to quit smoking or to keep you from backsliding, these centres offer individual or group support in every region of Québec. To meet with or speak to a smoking cessation counsellor, simply contact your local CSSS (formerly a CLSC).

How can I locate the nearest quit smoking centre?

Go to the following website: <http://www.jarrete.qc.ca/en/centres/index.html>