

County of Essex Policy Manual

Non-Smoking Policy

Policy Number:	03-002
Approved by:	County Council
Department:	All Departments
Date Approved:	2013-09-17
Effective Date:	2003-10-01
Originating Department:	Clerk's Department
Last Revision Date:	Click here to enter a date.
Scheduled for Review By:	Click here to enter a date.
Replaces Policy No:	Click here to enter text.

1.0 Purpose

To establish a non-smoking policy for the Corporation of the County of Essex that is consistent with the County of Essex By-law Number 27-2003, being a by-law to regulate smoking in workplaces in the County of Essex and also, to reflect the Corporation's concern for the health of our employees and the serious health hazards caused by second-hand smoke.

2.0 Scope

Applies to all buildings and vehicles under the complete or joint control, supervision or ownership of the Corporation of the County of Essex including those located outside of the boundaries of the County of Essex.

3.0 General

- 3.1 Effective October 1, 2003, smoking will be prohibited in any enclosed area of any building or structure under the complete or joint control, supervision or ownership of the Corporation of the County of Essex.

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- 3.2 Effective October 1, 2003, smoking will be prohibited in all vehicles owned, leased or rented by the Corporation of the County of Essex or any vehicle operated or occupied by an employee of the Corporation of the County of Essex while performing work for the Corporation.
- 3.3 Effective October 1, 2003, smoking will be prohibited within a nine metre radius of any entrance of any building or structure under the complete or joint control, supervision or ownership of the Corporation of the County of Essex.
- 3.4 In addition to posting the required signs as set out in By-law 27-2003, a copy of the Non-Smoking Policy will be posted in all buildings and structures under the complete or joint control, supervision or ownership of the Corporation of the County of Essex.
- 3.5 In accordance with By-law 27-2003, new employees to the Corporation will be provided a copy of the non-smoking policy within seven (7) days upon which the employee begins his or her employment with the Corporation.
- 3.6 Failure to comply with this policy will necessitate appropriate disciplinary action and may result in a charge being laid under By-law 27-2003.

4.0 Exceptions

- 4.1 Smoking by employees of the Corporation of the County of Essex will continue to be allowed in 'Smoke Huts'. 'Smoke Huts' will be defined as a structure that:
- does not share any common walls with a building or structure that is a workplace or a public place; and
 - does not have any heating or air conditioning system or unit intended to regulate the temperature of the structure; and
 - has a circulation of fresh air throughout the area; and
 - has at least one side that is not a wall of solid construction; and

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- is not located within a nine metre radius of any entrance to any workplace or public place.
- 4.2 The Corporation of the County of Essex is not obligated to provide 'Smoke Huts'.