

Smoking Locations

Procedure No:	7150-PR4
Version:	2
Policy Reference	7150 – Occupational Health & Safety
Category:	Safety, Security, and Emergency Management
Approval Body:	Board of Governors
Executive Sponsor:	Vice President Human Resources & People Development
Department Responsible:	Safety, Security and Emergency Management
Directory of Records Class:	0650-10
Approval Date:	2023 Feb 28

Objectives

This procedure applies directly to Policy 7150, Occupational Health and Safety.

The objectives of this procedure are:

- To ensure that the Institute has the procedural tools to maintain certain areas as smoke-free environments for employees, students, contractors, tenants, and visitors.
- To promote compliance with applicable occupational health and safety laws and tobacco control laws.
- To establish restrictions for tobacco smoking on BCIT campuses and in BCIT vehicles and to inform the BCIT community of the restrictions.
- To prohibit the advertising and sale of tobacco products on BCIT campuses.

Who This Procedure Applies To

This policy applies to all BCIT students, employees, contractors, tenants, and visitors.

Related Documents and Legislation

Provincial Legislation

Workers Compensation Act, RSBC 2019, c 1

Tobacco and Vapour Products Control Act, RSBC 1996, c 451 (and all associated regulations)

BCIT Policies

Policy 7003, Advertising Policy

Policy 7100, Safety and Security

Policy 7150, Occupational Health and Safety

Policy 7200, Cannabis Use

Definitions

smoking: means burning or vaporizing tobacco, by any means, and inhaling the resulting smoke or vapour, including the use of cigarettes, pipes, hookahs, or other similar devices, and including electronic cigarettes, vape, vaporizers, or other similar devices.

tobacco: means any product derived in whole or in part from leaves or products produced from tobacco, in any form or for any intended use.

opening window: means a window that can be opened, regardless of whether it is open at any given time.

eating area: means an area associated with an outside patio where dining tables are available for use.

thoroughfare: means a pathway between two places that is used by people to congregate, excluding open aired sidewalks.

covered walkway: means a pathway that is covered.

Guiding Principles

1. British Columbia Institute of Technology provides a smoke-free environment for employees, students, and visitors.
2. The Institute aims to meet all applicable environmental tobacco smoke regulations and compliance requirements.

Smoking Rules

1. Smoking is banned in all buildings on BCIT Campuses.
2. Smoking is banned in all BCIT work vehicles and any vehicles being used for BCIT operations or transporting members of the BCIT community.
3. Smoking is permitted only in appropriate outdoor locations, which are areas that are located at least 6.1 metres (20 feet) from
 - building entrances,
 - opening windows,
 - eating areas (excluding the Burnaby Campus Student Association Pub patio),
 - building air intakes,
 - parkades,
 - thoroughfares, and
 - covered walkways.
4. Sale or advertising of tobacco products or e-cigarettes are banned on all BCIT campuses.

Other Information

All members of the BCIT Community share a collective responsibility to maintain a clean, healthy, and safe working and learning environment, and must comply with this procedure and the associated Policy 7150, Occupational Health and Safety. All members are encouraged to remind others of this procedure and should report violations to their supervisor or the Safety, Security and Emergency Management Department. Ongoing complaints relating to non-compliance with this procedure should be referred to BCIT Safety, Security and Emergency Management.

Questions of interpretation or application of this procedure or its associated policy will be referred to the Senior Director of Safety, Security and Emergency Management, whose decision will be final.

Amendment History

	<u>Approval Date</u>	<u>Status</u>
Created: Procedure 7150-PR4 version 1	2019 May 28	Replaced
Revised: Procedure 7150-PR4 version 2	2023 Feb 28	In Force

Procedure 7100-PR6, Smoking Locations, has been retired as a procedure under Policy 7100, Safety and Security, and placed under Policy 7150, Occupational Health and Safety. Following is the amendment history of the replaced procedure under 7100:

Created	2012 Mar 30
Retired	2019 May 28

In 2012, Policy 7501, Smoking Locations, was retired as a separate policy and made a procedure under Policy 7100, Safety and Security. The following table indicates the amendment history of the retired policy 7501:

Created	1987 Jan 28	Created as Policy 7501.
Revision 1	1990 Jun 19	
Revision 2	1996 Oct 18	
Revision 3	1999 Dec 13	
Revision 4	2001 Jun 19	
Revision 5	2002 May 9	
Revision 6	2003 Jun 16	
Revision 7	2005 Nov 22	
Revision 8	2009 Jan 02	
Revision 9	2010 Aug 06	
Retired	2012 Mar 30	

Scheduled Review Date

2028 February 28