

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. A5
	ORIGINATOR Director, Physical Resources	
	APPROVED BY President and VP Finance & Admin.	
TITLE NO SMOKING POLICY	EFFECTIVE DATE 1998.07.08	REPLACES 1995.01.01

PREAMBLE

In its commitment to a healthy and safe working and learning environment, the Board of Governors of Algonquin College approved a Smoke Free Policy in May 1989. Their commitment is reflected in the procedures for enforcement of the policy.

POLICY

Smoking is prohibited at all times in any College owned or leased facility; this includes all entrances, outside main entrances, and within 5 metres (16.4') of all other entrances to buildings. This policy applies to all students, staff, contractors and visitors equally, as well as to any persons or group renting or making use of College facilities. Enforcement of Algonquin's No Smoking Policy will be done by Protection Services (Campus Security).

PROCEDURES

1.1 No Smoking Except in Designated Areas

Persons smoking in other than the areas designated shall be subject to disciplinary action in accordance with this Policy.

Protection Services should be notified immediately when non-compliance with this policy occurs.

1.2 Shelters

Shelters have been provided strictly as a means of controlling the hazard of environmental tobacco smoke (ETS) by removing this hazard from building entrances.

1.2 Shelters (cont'd)

At the Woodroffe campus, the smoking shelters are in the following locations:

- East side of "C" building
- Courtyard between "J" building and the Cafeteria
- East side of "H" building
- South West side of "B" building

At the Rideau campus, the smoking shelters are in the following locations:

- Cafeteria patio, lower level "E" building
- South East corner of "B" building
- South West corner of "B" building

At the Pembroke campus, the smoking shelter is located near the *West* entrance to the building.

1.3 Dissemination of Information

The College shall publish twice a year an information bulletin/brochure for general distribution which will provide the following information:

- The College's position on ETS;
- The hazards of ETS;
- The location and intended purpose of the smoking shelters;
- Statement of cooperation from staff and students; and
- Reference to Stop Smoking Programs.

An example of such an information bulletin is provided as an appendix to this Directive.

2.0 Fines Payable on Violation

First violation	Warning	for non-compliance with this policy
Second violation	\$ 20.00	for non-compliance with this policy
Third violation	\$ 50.00	for non compliance with this policy
Subsequent violations	\$ 100.00	for non-compliance with this policy.

These fines shall be applicable to all persons found in non-compliance with the policy.

3.0 Failure to identify

3.1 Any person who fails to co-operate by providing proper identification may be escorted from Algonquin College property and may invoke other disciplinary or civil action.

3.2 Upon notification of an incident the supervisor responsible shall investigate the matter in consultation with Protection Services, and will take appropriate follow-up action. Such follow-up action may engage the services of Human Resources, if required.

4.0 Tracking

Protection Services shall establish a method of tracking incidents of non-compliance.

5.0 Failure to pay fines

5.1 Students who fail to pay their fines shall have their accounts encumbered.

5.2 The supervisor shall take appropriate follow-up action against the staff member who fails to pay their fines. This follow-up shall be done in consultation with Human Resources, if required.

(original signed by)

Vice President, Finance and Administration

(original signed by)

President

INFORMATION BULLETIN



TO: College Community

FROM: Mike Rushton, Chair, College Safety Review Committee

RE: Smoking Shelters

In the Spring of 1997 the College undertook to acquire and install smoking shelters at the Woodroffe, Rideau and Pembroke Campuses.

This was in response to concerns expressed regarding environmental tobacco smoke (ETS) which was permeating into College buildings from the entrances where smokers were typically congregating. The presence of ETS in College buildings is a significant health risk to staff and students. Health Canada and the Surgeon General in the United States have determined that ETS is harmful to a person's health.

In trying to resolve this issue the College looked at various alternatives. In the long run the most reasonable alternative was to introduce shelters where smokers could be directed to and in which they could smoke. In addition the shelters would cause smokers to leave the entrances which were smoke filled and unsafe to pass through because of the number of people at the doors obstructing safe passage. The shelters were provided as an alternative to standing in the building entrance that would protect the smoker from wind and precipitation.

It should be clearly recognized that Algonquin College does not condone the use of tobacco products. Health Canada and the Surgeon General in the United States have determined that smoking tobacco products is harmful to your health. These shelters as previously stated are strictly to control a serious health hazard for building occupants by removing the hazard from close proximity to the building.

The College is requesting the cooperation of all smokers in keeping away from all entrances of all buildings (minimum distance of approximately 5 metres) with the exception of "C" building, Woodroffe campus, where smoking is prohibited anywhere near the front entrance and stairs leading to the building.

At the Woodroffe campus, the smoking shelters are in the following locations: East side of "C" building
Courtyard between "J" building and the Cafeteria
East side of "H" building
South West side of "B" building

At the Rideau campus, the smoking shelters are in the following locations:

Cafeteria patio lower level "E" building
South East corner of "B" building
South West corner of "B" building

At the Pembroke campus, the smoking shelter is located on the West side of the building.

The College is keenly interested in your health and well being

Information on Stop Smoking Programs is available through the Health Services department at the College.