



CITY OF CORNER BROOK

Policy & Procedure

Index	Properties and Facilities	Section	All City Workplaces		
Title	Tobacco, Nicotine and Vapor Free Workspace	Policy Number	08-04-02	Authority	Council
Approval Date	Sept 21-15	Effective Date	Sept 21-15	Revision Date	

Purpose:

The City of Corner Brook maintains a commitment to the health and safety of all its employees. The use of cigarettes and other tobacco and nicotine products has been scientifically proven to be harmful. In the interest of promoting a safe and healthy work environment, and meeting Occupational Health and Safety requirements, the City of Corner Brook has adopted a tobacco, nicotine and vapor free workplace policy.

Policy Statement:

The use of tobacco, nicotine and vapor products, (electronic cigarettes, vaporizers, etc.) is prohibited in all City workspaces and within nine (9) meters, approximately 30 feet, of entrances to all City buildings.

City Hall

City Hall has a 100% tobacco, nicotine and vapor free policy. City Hall and City Hall property, such as the parking lot, green space, and Civic Square are all zero tolerance zones with respect to tobacco, nicotine and vapor usage. This policy extends to personally owned or rented vehicles on City Hall property.

NOTE: This policy does not apply to products used for smoking cessation purposes, such as nicotine replacement products which are regulated by the Health Canada and legally sold in Newfoundland and Labrador, i.e. skin patches, chewing gum and lozenges.

Detailed Action Required

This policy applies to the Mayor, Deputy Mayor, Councilors and **ALL** employees of the City of Corner Brook as well as all contractors, guests and customers entering City property.

This policy includes all buildings belonging to, and under management of, the City of Corner Brook, including, but not limited to, the City Depot and Garage, Fire Hall, Civic Centre, City Hall, Margaret Bowater Park, the Water Treatment Plant, all City Storage buildings, etc.

Employees who are interested in quitting the use of tobacco and nicotine products should call the Human Resources department for more information on how The City of Corner Brook can support them.

Procedure:

1. In the event of an employee violation of this policy, the City of Corner Brook may pursue disciplinary action up to, and including termination of employment.
2. Employees that witness violations are required to report the infraction to their Supervisor or applicable Director.

Definitions:

Workspace

A workspace refers to any indoor or other enclosed space in which employees perform the duties of their employment, and includes any adjacent corridor, lobby, stairwell, elevator, cafeteria, washroom, company vehicle or other common area frequented by such employees while they are at work. Workspace examples include, but are not limited to, Public Works Depot and Garage, Fire Hall, City Hall, Water Treatment Plant, Civic Centre, Margaret Bowater Park, PRV stations, Storage buildings, etc.

All vehicles used for City purposes (leased, rented or owned) are considered to be a workspace for the purpose of this policy.

Tobacco & Nicotine Products

Nicotine and Tobacco products include cigarettes, chewing tobacco, cigarillos, cigars, pipe, snuff and vapor cigarettes that heat a liquid nicotine substance.

Electronic Cigarettes (e-cigarettes)

Electronic Cigarettes are electronic vaporizers that simulate the feeling of smoking. They are made up of a cylindrical housing containing a battery, heating element and a cartridge that holds liquids and flavorings. E-cigarettes may or may not contain nicotine.

Nicotine Replacement Products Health Canada Approved

Nicotine replacement therapy is one form of smoking cessation. These products are designed to wean the body off of cigarettes; they supply a person with nicotine in controlled amounts while sparing them from other chemicals found in tobacco products.

Responsibilities:

Mayor, Deputy Mayor, and Council (or its designated committee) will:

- Review, amend, and adopt changes to this policy.

The City Manager will:

- Bring recommended changes of this policy forward to Council for consideration and approval;

The Directors will:

- Recommend to the City Manager changes to this policy;

The Managers and Supervisors will:

- Recommend to the Director changes to this policy.
- Advise the Human Resources office when they become aware that an employee would like the assistance of a smoking or tobacco cessation program

Human Resources Office will:

- Aid with the promotion of a smoking cessation program, including providing employees with referrals to the Employee Assistance Program
- Provide staff with information regarding smoking cessation programs as required

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

A handwritten signature in blue ink, appearing to read "Robert Lender", written over a horizontal line.

MAYOR

A handwritten signature in blue ink, appearing to read "M. DeLu", written over a horizontal line.

CITY CLERK

