

**OLDS COLLEGE  
POLICIES AND PROCEDURES MANUAL**

CATEGORY: **A. General**

SUBJECT: **Tobacco Use**

POLICY NUMBER: **A5**

APPROVALS: New/Revision

<b>Board of Governors</b>  (Policy Approval)	<b>Academic Council</b>	<b>Academic Coordinating Committee</b>	<b>Administrative Services Committee</b>	<b>Executive Committee</b>  (Authority)
Date: <b>2006/10/26</b>	Date:	Date:	Date: <b>2006/10/16</b>	Date:

**POLICY STATEMENT**

Olds College is committed to providing a healthy and safe working, learning and living environment for students, employees, contractors and visitors.

This policy is designed to:

1. Identify where and when tobacco products may be used on campus;
2. Protect the health and rights of the non-smoker who may breathe second-hand smoke;
3. Help tobacco users stay tobacco-free;
4. Encourage and help those who want to quit using tobacco products to do so; and
5. Protect the College from fire or explosion hazards in areas where dusty, volatile or flammable substances are used or stored.

The policy applies equally and at all times to all students, staff, contractors and visitors.

**SPECIFIC GUIDELINES**

In the context of this policy, tobacco use includes the use of lit cigarettes, cigars, pipes, smokeless tobacco and any other similar device.

## **PROCEDURES**

Tobacco use is prohibited in all College buildings, vehicles and equipment whether owned or leased, except as specifically allowed below.

1. Smoking outside is only allowed in areas other than designated non-smoking areas at each entrance to College buildings. These are outlined in red paint and a no-smoking symbol appears within the areas.
2. Smoking is not allowed near fuel storage, hay or straw storage areas, or other areas that may present a fire hazard;
3. Tobacco use is not permitted during class time including during classes that are held outdoors.

This policy shall be enforced in all areas on campus by:

- i) Directors/ Chairs
- ii) Immediate supervisors / instructors; and
- iii) Campus Security.

## **IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

Chair, Occupational Health & Safety Committee. This policy will be reviewed at least every ten years.