

# POLICY

<b>CATEGORY</b>	Administrative		
<b>POLICY NUMBER</b>	A05		
<b>POLICY NAME</b>	<b>Smoking and Tobacco Use</b>		
<b>CROSS REFERENCE</b>	D46 Impairment and the Use of Alcohol, Cannabis, Other Drugs and Substances C30 Impairment and the Use of Alcohol, Cannabis, Other Drugs and Substances		
<b>COLLEGE LEADERSHIP TEAM</b>		<b>ACADEMIC COUNCIL</b>	
November 22, 2018			

## POLICY STATEMENT

Olds College recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life threatening diseases linked to smoking and tobacco use. As such, the purpose of this policy is to provide a healthy and safe working, learning and living environment for students, employees, contractors and visitors.

This policy is designed to:

1. Identify smoking and tobacco use restrictions on campus;
2. Protect the health and rights of the non-smoker who may be exposed to secondhand smoke;
3. Encourage and help those who want to quit smoking and tobacco use; and
4. Protect the College from fire or explosion hazards in areas where dusty, volatile or flammable substances are used or stored.

The policy will align itself with the requirements of the Alberta Tobacco and Smoking Reduction Act.

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

Effective July 1, 2019, smoking and tobacco use will be limited to designated areas only.

The College is committed to supporting employees and students who wish to quit smoking through benefit plans and approved support resources (e.g., counselling, support groups, public education.)

## GUIDELINES

In the context of this policy, smoking and tobacco use includes the use of lit cigarettes, cigars, pipes, smokeless tobacco (e.g. chewing tobacco, snuff), e-cigarettes, vaping, and any other similar devices.

Olds College prohibits the smoking or other consumption of cannabis on College property.

The College recognizes and provides exemptions for traditional indigenous cultural ceremony in designated areas.

## IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

<b>VICE PRESIDENT responsible for:</b>	Corporate Services, in conjunction with the Director, Human Resources and the Director, Student Services.
<b>Review Period</b>	<b>5 years</b>

# PROCEDURE



POLICY NUMBER AND NAME:	<b>A05 Smoking and Tobacco Use</b>
VICE PRESIDENT Sign Off Date:	April 23, 2019

Smoking and tobacco use are prohibited in all College buildings, vehicles and equipment.

Effective July 1, 2019 smoking and tobacco use are only permitted in designated smoking areas as indicated on the map referenced in the “appendix A” below. Campus Facilities will establish and maintain the designated areas.

Smoking and tobacco use on the hotel, Olds Aquatic Centre and Chinook’s Edge School Division facility grounds is subject to the policies of the respective organizations.

Smoking and tobacco use are not permitted during student trip learning activities and classes that are held outdoors.

Policy compliance is the responsibility of:

- College Leadership Team to communicate the policy in their area of responsibility
- Corporate Communications & Marketing to ensure appropriate signage and communication with staff and students
- Campus Security and the Manager of Health, Safety and Security to engage individuals smoking outside of designated areas
- Human Resources to engage with employees who persist with non compliance
- Registrar to engage with students who persist with non compliance.

Anyone who observes smoking outside of designated area may “Report a Safety Tip” through the OC Alert App or advise Campus Security directly.

See Appendix “A” below for locations of designated areas.



1. Duncan Marshall Place
2. James Murray Building
3. Dr. Robert Turner Building
4. Wilson Hall - Teaching Brewery
5. Pomeroy Inn & Suites
6. Land Sciences Centre
7. Greenhouse
8. Landscape Pavilion
9. W.J. Elliott Building
10. Metals Building
11. Animal Health Technology Labs
12. Lachlin McKinnon Building
13. National Meat Training Centre
14. Industry Training Centre
15. Learning Resource Centre
16. Student Alumni Centre
17. Bell e-Learning Centre
18. Frank Grisdale Hall Residence
19. Campus Facilities
20. Technology Access Centre
21. College Court Townhouses
22. Centennial Village
23. Fine-Arts & Multi-Media Centre
24. Ralph Klein Centre
25. Chinook's Edge Bus Maintenance
26. Livestock Centre
27. Cold Barn
28. Beef Centre
29. Brawn (South) Arena
30. McClellan (North) Arena
31. Equine Centre / Farrier Lab
32. Foaling Barn
33. Heritage Barn
34. Smart Ag Innovation Centre

- Campus Security
- Restaurants
- Information
- Health & Wellness
- Designated Smoking Area

**P Parking Lots**  
Permits are required Monday to Friday 5:00am - 5:00pm.

**Student Lots**  
Residence Lots - F, FF, G, GG, H, R  
Non-Residence Lots - A, DD, I, J, S  
OHS Students Lot - O

**Staff Parking**  
Non Plug-in Lots - AA, I, J, L, M, D, DD, S,  
Plug-in Lots - A, AA, B, C, DD, K  
OHS Staff and Reserved Lot - P

**Visitor Parking** available in Lot D unless visitor has a temporary parking pass

**Olds College (Main Campus)**  
4500 - 50th Street Olds, AB, Canada T4H 1R6  
Phone: 403.556.8281 | Toll-Free: 1.800.661.6537

**The Fashion Institute by Olds College**  
345 - 6th Avenue SE Calgary, AB, Canada T2G 4V1  
Phone: 1.403.697.6130

Visit us online: [oldscollege.ca](http://oldscollege.ca) | [info@oldscollege.ca](mailto:info@oldscollege.ca)  
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