



Smoking on Premises Policy

Category: Health and Safety;

Jurisdiction: Vice President, Administration and Finance;

Approval Authority: Executive Team;

Established on: July 1, 2004;

Amendments: June 2005; December 2014; December 17, 2020.

Purpose

Through this policy, Lakehead University will minimize exposure to second-hand smoke, and promote a healthy, safe and cleaner environment for all students, employees and visitors to campus.

Authority and Responsibility

The authority for this policy is vested with the Executive Team and has been instituted pursuant to input from the broader University community. The Vice-President (Administration and Finance) has responsibility for implementing the University's Smoking Policy.

Definitions

For purposes of this Policy, the word “smoking” includes the following: smoking or holding lighted tobacco, and use of an electronic cigarette or other vaping device.

For Greater Clarity

Public Events: Organizers and attendees at public events using University facilities, such as conferences, meetings, public lectures, sporting activities, social events and cultural events, must comply with this Policy. Organizers of such events are responsible for communicating this Policy to attendees and for assisting with enforcing the Policy.

Contracted Services: Business firms with which the University does business on campus, such as food service contractors, repair and maintenance services, construction and renovation companies, etc., and their employees must comply with this Policy.

Cannabis Use: The recreational smoking of cannabis on Lakehead University Property is prohibited, except as noted in the Recreational Cannabis on Premises Policy.

Procedures

- 1) **Signage:** Appropriate no-smoking signage will be placed at entrances to buildings and at other locations as deemed necessary. The Physical Plant Department will arrange for such signage.
- 2) **Facilities:** The designated smoking areas in the parking lots will be delineated by concrete barriers where appropriate and will be supplied with appropriate disposal receptacles. These receptacles must be used in order to keep the grounds litter free and safe. If a particular area is not kept clean, it may result in its revocation as a permissible smoking area. For purposes of this Policy, the metered parking in the Agora circle is not considered to be a parking lot, and hence the Agora entranceway remains a smoke-free zone.
- 3) **Smoking Cessation Programs:** Student Health and Wellness will provide resource materials to students, faculty and staff in order to support their efforts in smoking cessation. Faculty and staff members may contact the Human Resources Department for information on smoking cessation products/initiatives associated with the University's employee benefit programs.
- 4) **Sale:** The selling of tobacco, e-cigarette, or vaping products on campus is prohibited.
- 5) **Exceptions:** Exceptions to this Policy may be made by the Vice-President (Administration and Finance): to accommodate the use of tobacco or related substances in connection with culturally significant celebrations formally conducted on campus (for example see - Indigenous and Aboriginal Cultural Ceremonies Policy); or to permit smoking by actors who are required to smoke as part of their role in an authorized artistic production. In this latter case, signs must be posted advising the public that smoking will occur during the performance.

Compliance

Security Services has been given a strict mandate to enforce this Policy, and, to this effect, has been authorized to issue anyone found to be in violation of this Policy with a fine in the amount of \$100.00. Failure to pay such fine on the part of a student will result in it being added to his or her Student Account. If deemed necessary, student infractions of this Policy may also be dealt with under the *Code of Student Behaviour and Disciplinary Procedures*. Failure to pay this fine(s) on the part of an employee will result in the matter being referred to the Human Resources Department for appropriate disciplinary action.

Contact and Review

Questions or concerns regarding the implementation of this Policy should be referred to the Human Resources Officer - Health and Safety.

The Vice-President (Administration and Finance) shall review this Policy every three years and recommend any changes deemed necessary to the Executive Team.

Review Period: 3 years;

Date for Next Review: 2023-2024;

Related Policies and Procedures: To be determined;

Policy Superseded by this Policy: None.

The University Secretariat manages the development of policies through an impartial, fair governance process, and in accordance with the Policy Governance Framework. Please contact the University Secretariat for additional information on University policies and procedures and/or if you require this information in another format:

Open: Monday through Friday from 8:30am to 4:30pm;

Location: University Centre, Thunder Bay Campus, Room UC2002;

Phone: 807-346-7929 or Email: univsec@lakeheadu.ca.