



Policy No.: A-24	Section: Administration	Page # 1 of 2
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Title:	Smoke-Free Workplace
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Legislation Reference:	Tobacco and Smoking Reduction Act, Province of Alberta
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**Purpose:** Prohibit smoking in Municipal owned or leased buildings and Municipal vehicles/equipment to:

- Protect the health and safety of Town employees and the public.
- Protect and enhance our indoor air quality.
- Keep a neat and clean environment for all our employees and residents.

**Definitions (from the Alberta Tobacco and Smoking Reduction Act):**

- “public place” means all or any part of a building, structure, or other enclosed area to which members of the public have access as of right or by express or implied invitation including:
  - (i) the common areas of a multi-unit residential facility, including patios, pools, other recreation areas and enclosed parking garages,
  - (ii) a group living facility,
  - (iv) licensed premises,
  - (v) a restaurant, and
  - (vi) a hotel.
- “workplace” means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment whether members of the public have access to the building, structure, or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles.
- “window” means a window that can be opened to admit air.
- “work vehicle” means a vehicle owned or leased by an employer and used by employees during their employment.



**Procedures:**

The Town of Smoky Lake will not permit the use of all tobacco and smoking products, including chewing tobacco and electronic cigarettes (E-cigarettes/vaporizers) in any workplace, work vehicles / equipment or buildings owned by the Town.

Permitted smoking areas will be located at least 5 meters from any doorway, operable window or air intake of a public place or workplace (Alberta Tobacco and Smoking Reduction Act 1(1)).

All materials used for smoking, including cigarette butts and matches, will be extinguished, and disposed of in appropriate containers. If there is no accessibility to an appropriate container at the time, the material must be taken to a proper container and disposed of.

Supervisors will ensure periodic cleanup of the designated smoking area. If the designated smoking area is not properly maintained (for example, if cigarette butts are found on the ground), it can be eliminated at the discretion of management or other decision-making body.

Smoke Breaks are to be taken ONLY during the designated coffee breaks and the lunch break.

Any violations of this policy will be handled through the standard disciplinary procedure.

	DATE	RESOLUTION NUMBER
Approved	April 6, 2021	Motion No. 247-2021
Amended		
Amended		

  
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**Hank Holowaychuk**  
Mayor

  
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**Adam Kozakiewicz**  
Chief Administrative Officer

