

## Administrative Procedure 162

# SMOKE-FREE ENVIRONMENT

### Background

The Government of Alberta cites conclusive evidence which implicates the use of tobacco products in the incidence of numerous debilitating and fatal diseases affecting the health of Albertans. The Division has a responsibility to promote the health of its students by restricting their access to tobacco products in light of the risks associated with the use of tobacco products. The Division recognizes its responsibility to promote a healthy lifestyle and ensure a tobacco-free environment for the health and welfare of staff and students.

The *Alberta Tobacco and Smoking Reduction Act 2015*, Section 3, states:

no person shall smoke

- a) in a public place,
- b) in a workplace,
  - b) (1) in a vehicle in which a minor is present,
- c) in a public vehicle, or
- d) within a prescribed distance from a doorway, window or air intake of a public place or workplace.

The Division is a tobacco and smoke-free Division in which no smoking is permitted in/on Division buildings, grounds, vehicles or buses; including vehicles that are leased or contracted to the Division.

### Definitions

Smoke means to smoke, hold or otherwise have control over a lit tobacco product;

Tobacco product means a product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy;

Workplace means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not 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;

Work vehicle means a vehicle owned or leased by an employer and used by employees during

the course of their employment.

## Procedures

1. Students may not use, or be in possession of tobacco products, including electronic cigarette products which covers vapourizers or vapour cigarettes, while in school, in the school building, on the school or other Division property, including any Division School buses or any vehicles contracted to supply school bus transportation services, or during school related functions.
2. Tobacco use by staff or visitors in school or on the school premises or on the school property or during school related functions is not permitted.
3. With the prior approval of the Principal, tobacco use as part of special aboriginal ceremonies is permitted. See [Appendix 162A - Smudging Ceremonies](#).
4. Users of rental space in facilities of the Division are to be notified and must comply with this Administrative Procedure.
5. “No Smoking” signs shall be posted throughout all facilities in the Division.
6. All prospective staff will be advised of this Administrative Procedure.
7. If a staff member fails to adhere to the provisions of this Administrative Procedure, the immediate supervisor will undertake progressive discipline.
8. If a student fails to adhere to this Administrative Procedure, the Principal shall take appropriate disciplinary action.
9. Principals are encouraged to implement educational programs for students and staff designed to inform participants about the health risks associated with the use of tobacco products.
10. Principals are responsible for:
  - 10.1 Ensuring that ‘No Smoking’ signs are visibly posted in school facilities;
  - 10.2 Ensuring that community user groups are advised of and comply with the Division’s smoke-free environment procedure;
  - 10.3 Implementing and monitoring educational programs designed to discourage the use of tobacco products;
  - 10.4 Ensuring that all students do not use or possess tobacco products in school facilities or on Division property;
  - 10.5 Ensuring that staff do not smoke in school or on school property;
11. The Secretary-Treasurer is responsible for:
  - 11.1 Ensuring that “No Smoking” signs are visibly posted in Division facilities; and
  - 11.2 Ensuring that community user groups are advised of and comply with the Division’s

smoke-free environment procedure.

Reference: Section 20, 60, 61, 96, 113, 117 [School Act](#)  
[Prevention of Youth Tobacco Use Act](#)  
[Prevention of Youth Tobacco Use Regulation AR 13/2003](#)  
[Tobacco and Smoking Reduction Act 2015](#)

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