

## OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	A. General
SUBJECT:	Tobacco Use
POLICY NUMBER:	A05
CROSS REFERENCE:	
<b>NEW \ REVISED</b>	
Administrative Services Committee	Academic Council
September 19, 2016	

### 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 secondhand smoke;
3. Encourage and help those who want to quit using tobacco products to do so; 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, staff, contractors and visitors.

### SPECIFIC GUIDELINES

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

### IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Vice President, Student and Support Services in conjunction with the Chair, Occupational Health & Safety Committee. This policy will be reviewed at least every five (5) years.

## OLDS COLLEGE PROCEDURES

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<b>SUBJECT AND POLICY NUMBER</b>	A05 Tobacco Use
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**NEW \ REVISED**

<b>Vice President Student and Support Services</b>	<b>Vice President Academic and Research</b>	<b>Vice President Advancement</b>
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September 19, 2016		
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Tobacco use is prohibited in all College buildings, vehicles and equipment whether owned or leased, except as specifically allowed below.

Smoking outside is only allowed in areas other than designated non-smoking areas at each entrance to College buildings.

Smoking is not allowed near fuel storage, hay or straw storage areas, or other areas that may present a fire hazard;

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:

- ❖ Directors/ Chairs
- ❖ Immediate supervisors / instructors; and
- ❖ Campus Security.