

TOWN OF SLAVE LAKE

Human Resources

Department:	Human Resources	Policy No:	CRS.HR-23.1016
Policy Title:	Smoke Free Environment	Issue Date:	08-08-2024

1. PURPOSE

1.1. The objective of this policy is to:

- 1.1.1. Give clear direction as to the expectations regarding a smoke-free environment.
- 1.1.2. Clarify staff responsibilities regarding the implementation of this policy.

2. POLICY STATEMENT

2.1. The Town of Slave Lake recognizes the importance of the health and safety of the Town staff and its citizens and will maintain a smoke-free environment in ALL Town-owned, leased, operated, or occupied buildings, equipment, or vehicles.

3. DEFINITIONS

3.1. Smoke or Smoking:

- 3.1.1. Includes inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe, or other lighted smoking equipment like vapes, burning tobacco, or any other weed or substance.

3.2. Town:

- 3.2.1. Refers to the Town of Slave Lake.

4. GUIDELINES

4.1. Responsibilities

4.1.1. Chief Administrative Officer (CAO):

- 4.1.1.1.** Reviews policy and recommends distribution, implementation, and application of policies and procedures, providing interpretation of implementation intentions if required.

4.1.2. Department Heads:

- 4.1.2.1.** Ensure understanding of this policy and ensure consistent application thereof.

4.2. Standards and Guidelines

- 4.2.1.** All Town-owned, operated, and managed buildings shall be designated as no smoking with no exceptions.
- 4.2.2.** All Town-owned and operated equipment and/or vehicles shall be designated as no smoking with no exceptions.
- 4.2.3.** Smoking is prohibited within a radius of six meters (20 feet) outside any public door leading to, or from, a Town owned/leased building or near any ventilation air intake for said facilities. Smoking is permitted in designated smoking areas only.
- 4.2.4.** The Town of Slave Lake shall post signs reflecting regulations to this policy on all Town-owned/leased facilities in all entrances.

5. CONTRAVENTIONS OF THE POLICY

- 5.1.** Employees found in contravention of this policy may face disciplinary action.


6. REVIEW AND POLICY

- 6.1. This policy will be reviewed periodically, or as circumstances dictate, to ensure its effectiveness and relevance.

7. RELATED POLICIES

- 7.1. CRS.HR-23.1011 – Substance Use and Fitness for Duty Policy
7.2. Rescinds policy D.c. 003 Smoke Free Environment

8. APPROVAL AND REVISION CONTROL

APPROVED BY:	SIGNATURE:	DATE:
1. Chief Administrative Officer		2024-08-20.