

# FANSHAWE COLLEGE POLICY MANUAL

## 1. ADMINISTRATIVE POLICIES AND PROCEDURES SECTION F - PHYSICAL RESOURCES

**TITLE:** **USE AND SALE OF TOBACCO PRODUCTS  
ON COLLEGE PROPERTY**

POLICY NUMBER: 1-F-01  
EFFECTIVE: April 4, 2007 (AC-06-07)  
APPROVAL/REVIEW MEETING: SA-90-07, SA-92-03, Jan. 20, 1993 (SA-92-05),  
Sept. 2, 2004 (*Administrative Council Approval via e-mail vote*),  
April 01, 2006 (March 1, 2006 AC-05-06)  
NEXT REVIEW: March 2011  
DEPT./DIV./COMMITTEE RESPONSIBLE: Facilities Management  
RESCINDED:

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### 1. PURPOSE

Recognizing the health hazards associated with smoking tobacco products, the purpose of this Policy is to promote a healthier learning and working environment and to take steps towards reducing personal discomfort and health risks on College Property.

### 2. DEFINITIONS

- 2.1. “College Property” means any real property, including the grounds and buildings, structures and facilities, which is owned or leased/ licensed, operated and/ or used under the aegis of the College.
- 2.2. “College Residence” means any place, building or structure or any part of them providing housing and residential accommodations for students on College Property.
- 2.3. “College Vehicle” means any vehicle or conveyance operated by the College, including any vehicle owned by the College, rented, leased, and/ or licensed on either a short-term or long-term basis by the College, and/ or any other consignment/ assignment of such vehicle to the College.
- 2.4. “Designated Outdoor Smoking Area” means any outdoor area on College Property where smoking is permitted, as determined by the College, such outdoor area will be identified through signage and/or ground markings.
- 2.5. “Enclosed Public Space” means the inside of any place, building or structure or vehicle or conveyance or a part of any of them that is covered by a roof and to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry.

- 2.6. “Enclosed Workplace” means the inside of any place, building or structure or vehicle or conveyance or a part of any of them that is covered by a roof and that employees work in or frequent during the course of their employment whether or not they are acting in the course of their employment at the time.
- 2.7. “Smoking” means smoking tobacco or holding lit tobacco.
- 2.8. “Student Suite” means the suite in a College Residence and includes the washrooms, kitchenette, living room and bedrooms within such suite.

### **3. THE POLICY**

- 3.1. College Property is private property and is subject to the exclusive control and management by the College.
- 3.2. This Policy applies to every student, employee, leasehold tenant, contractor, visitor and other person, at all times, while on College Property.
- 3.3. In accordance with the *Smoke-Free Ontario Act*, Smoking is prohibited in any Enclosed Public Space or any Enclosed Workplace. For greater clarity, Smoking will not be permitted:
  - 3.3.1. inside any College building, structure or facility, or any part of them, including any College Residence;
  - 3.3.2. in any College Vehicle; and/ or
  - 3.3.3. under any structure or facility, or any part of them, covered by a roof or other structure providing an overhead covering, including an awning, overhang, etc. and more than two walls.
- 3.4. Furthermore, Smoking will not be permitted:
  - 3.4.1. in any Student Suite; and/ or
  - 3.4.2. any outdoor location within a radial distance of 10 metres/ 60 feet (18.2m/ 60’) from any doorway or entrance/ exit into/ from any College building or any outdoor air intake for any College ventilation system.
- 3.5. Recognizing that traditional use of tobacco forms part of Aboriginal culture and spirituality, the College may permit Smoking for traditional Aboriginal cultural or spiritual events from time to time, provided always such permission is obtained in writing in advance from the Vice President, Staff and Student Services on a case-by-case basis and provided further that such event is coordinated through Facilities Management to be held in a place having adequate ventilation and fire safety systems and at a time so as not to cause any disruption or environmental discomfort to nearby building users.
- 3.6. Smoking is only permitted in Designated Outdoor Smoking Areas.
- 3.7. The College reserves the right to makes changes to Designated Outdoor Smoking Areas, including, without limitation, any change in number, size or location, in the College’s sole discretion, without notice, at any time and from time to time.

3.8. The advertisement, promotion, distribution and/or sale of tobacco and tobacco products in any manner whatsoever shall not be permitted on or from College Property.

3.9. Responsibilities

3.9.1. STUDENTS, EMPLOYEES, LEASEHOLD TENANTS,  
CONTRACTORS, VISITORS AND OTHER PERSONS ON COLLEGE  
PROPERTY

- Every student, employee, leasehold tenant, contractor, visitor and other person on the College Property, shall observe, adhere to and comply with the requirements of this Policy at all times while on College Property.

3.9.2. EMPLOYEES

- Any employee observing a violation of this Policy should advise the person violating the policy of the existence of the policy and request that the violation cease and should further report the violation to either Campus Security Services or his/her supervisor.

3.9.3. ADMINISTRATOR, LEASEHOLD TENANTS AND CAMPUS  
SECURITY SERVICES

- Administrators, leasehold tenants, and Campus Security Services have general responsibilities to ensure Policy compliance on College property. Administrators and leasehold tenants having supervisory responsibilities shall be responsible to ensure this Policy is observed, adhered to and complied with and shall appropriately address concerns brought to his/her attention regarding policy violations consistent with 3.8 below.

3.10. Any person in contravention with Section 3 of this Policy may be subject to remedial and/ or disciplinary action including, without limitation, remedies outlined in applicable municipal, provincial and/ or federal acts, regulations, codes or standards, as enacted and amended from time to time; Student and Employee Codes of Conduct; current Collective Agreements; and other terms and conditions of employment and remedies outlined in other contracts and agreements.

**4. REFERENCES**

Smoke-Free Ontario Act.

**5. APPENDICES**

None.