



Policy Name: Smoking on Campus
Originating/Responsible Department: University Safety
Approval Authority: Senior Management Committee
Date of Original Policy: July 2008
Last Updated:
Mandatory Revision Date: July 2011
Contact: Director, University Safety

Policy:

Effective August 1, 2008, Smoking is prohibited in buildings and garages on the Carleton University campus within 10 meters of any entrance or exit and any air intake or open window for any building or residence.

Purpose:

Carleton University endeavours to provide a safe and healthy environment for work and study. The University recognizes scientific research indicating that smoking is harmful to one's health and to the health of others through second-hand tobacco smoke.

The University also recognizes tobacco as an addictive substance and is committed to delivering programs and education aimed at providing protection from environmental (second-hand) smoke while providing support for those with tobacco addictions and for smoking cessation.

The objectives of this policy are to uphold Carleton University's commitment to provide a safe and healthy smoke-free environment for the University community. Carleton's smoking policy is also in step with the Ontario government's recent Smoke-Free Ontario Act 2005, which prohibits smoking in enclosed workplaces, company vehicles and enclosed public places.

Scope:

This policy applies to all members of the Carleton University community, including students, faculty, and staff, as well as visitors and guests. All events, including conferences hosted on University property, are subject to this policy.

Carleton University recognizes and accepts that some traditional aboriginal events or ceremonies involve the use of smudge sticks or other materials as provided under the Ontario Tobacco Control Act, 1994.

"Smoking" is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe or other apparatus used to smoke tobacco or any other materials.

Procedures:

1. Smoking areas will include seating and waste receptacles. Smokers are expected to use the waste receptacles and to keep these spaces clean.
2. Outdoor smoking areas must be located ten meters away from building entranceways, operable windows, air intake vents, and loading docks.
3. All members of the Carleton University community should take responsibility for a safe and healthy campus environment. Day-to-day implementation and enforcement of the policy are the

responsibility of the supervisor or the individual directly in charge of a given area or of an activity within an area.

In the event of unresolved non-compliance issues using the above approach, the following protocol should be followed:

- a. **Students:** Formal complaints should be lodged with either the individual responsible for compliance in a particular area or with University Safety. Every effort will be taken to resolve the complaint and ensure compliance. Students who continue to violate this policy will be ticketed and subject to discipline under the University's Students Rights and Responsibilities Policy.
- b. **Employees:** Non-compliance concerns should be lodged with either the individual responsible for a particular area, the individual's immediate supervisor or the Department of University Safety. Employees who continue to violate this policy will be subject to tickets and fines which will be processed through the university system with automatic deductions from pay cheques for non compliance.
- c. **Appeals:** In the case of students the appeal process outlined in the Student's Rights and Responsibility Policy will apply and in the case of employees the appeal may be made to the Director of Human Resources or her designate.

Contacts:

Director, University Safety