



---

<b>Type:</b>	C – Institutional	<b>Last Approved:</b> Feb. 17, 2005
<b>Executive Responsibility:</b>	Vice-President Administration & Finance	<b>Next Review:</b> May 2010
<b>Administrative Responsibility:</b>	<u>Executive Director, Infrastructure and Ancillary Services</u>	<b>Procedure:</b>

---

STATEMENT:

All Vancouver Island University (VIU) properties will have designated areas for tobacco use; no tobacco use will be acceptable outside the designated areas.

1. Criteria and Procedure for Designating Exterior Tobacco Use Areas

All entrances to buildings are designated as tobacco free. Designated tobacco use areas shall not be located within 105 metres/meters of a main -entrance(s), windows, air handling systems or other building openings.

1.1 Authority

Authority to recommend specific exterior locations for tobacco use rests with the ~~Joint Occupational Health and Safety (JOHS) Committee~~ Health and Safety Services in consultation with Facilities Services and Campus Development and ~~or Regional Safety Committee, with approval by the Executive (or the Regional Campus Principals in the case of regional campuses), sites.~~

1.2 Criteria.

Any decision to designate an exterior area a tobacco use area is an attempt to find a reasonable solution for those that attend school or work in the vicinity of a building.

1.3 Procedure

Initial assessment of all requests to designate a particular exterior location as tobacco use will be undertaken by a subcommittee of the ~~Joint Occupational Health and Safety Committee~~ consisting of the Administrative Coordinator, Health and Safety Services and ~~two others selected by the JOHS Committee~~. Before making implementing a recommendation, the subcommittee will consult with the administrator or administrators who have primary responsibility for the people using a particular location will be advised. ~~The JOHS Committee will review the recommendation of the subcommittee and make a~~

decision. All recommendations to designate additional tobacco use areas will be forwarded to the Management Committee and Executive Council for review and approval (or to similar processes on regional campuses).

## 2.0 Smudging and other ceremonial use of smoke and tobacco

A smudge is burned primarily for purification of the physical location and of individuals and to help create a positive mind set. Typically, the amount of material is small and the smoke associated with this ceremony lasts a very short time.

In addition to ceremonial use, smudging is also an integral part of general Aboriginal cultural practice including the start of meetings, counselling sessions, and other events and occasions including, but not limited to, pedagogy. When used for this latter purpose, the classroom where the class is conducted is included as part of the purification process.

Most smudging and other Aboriginal ceremonies at the Nanaimo Campus will occur at the Gathering Place. Prior to the ceremony the Student Services office and Facilities Services office will be notified to ensure life safety alarms will not accidentally evacuate the building. Any other building locations on VIU property must be approved by the Executive Director of Facilities and Campus Development in consultation of the Health and Safety Services office and Student Services office. For Regional Campuses, the Principal will make the approval in consultation with the Executive Director of Facilities and Campus Development and the Health and Safety Services office.

## 23.0 Implementation and Penalties

### 2.1—3.1 Signage

The Executive Director, Infrastructure/Ancillary of Facilities Services and Campus Development (or Services or the equivalent position on regional campuses) is responsible for posting no tobacco signs and for seeing that ashtrays are moved outside areas designated as no tobacco usage.

### 3.2 Responsibility for compliance

The Executive, through the appropriate Dean, Director, or Regional Campus Principal, is responsible for orienting employees, students, and others to tobacco use locations and regulations, encouraging compliance with this policy, and disciplining those who repeatedly violate the policy.

Vancouver Island University is not responsible for providing smoking shelters. Any shelters built must be approved by Executive Director of Facilities Services and Campus Development, Infrastructure/Ancillary Services.

### 23.3 Enforcement

Day to day enforcement is everyone's responsibility. If someone is violating this policy the following options are available:

- Remind/inform the person violating the policy, or
- Contact the Tobacco Control Officer at Vancouver Island Health Authority
- VIU employees can contact the appropriate supervisor
- VIU students can contact Student Services

### 32.4 Penalties

Applicable penalties are subject to Ministry of Health Services Tobacco Control Act and WorkSafe BC Regulations.

Internally, the University will apply disciplinary measures as it would with other violations of policies and procedures or legislation designed to promote the general health and safety of the University community.

---

end of document

## 1.Criteria and Procedure for Designating Exterior Non-Smoking Areas

- **1.1.Authority.** Authority to recommend specific exterior locations as non-smoking areas rests with the Joint Occupational Health and Safety (JOHS) Committee, with approval by the Executive (or the Regional Campus Principal in the case of regional campuses).
- **1.2.Criteria.** Any decision to designate an exterior area as non-smoking is an attempt to find a reasonable and equitable balance between the interests and desires of smokers and non-smokers, with the understanding that it reasonable to allow smokers some conveniently located and protected outside areas in which to smoke. The general rule is to allow smoking outside, and the case must be made to prohibit it in particular locations. Relevant considerations in such a case include:
  - the extent of inconvenience or hazard experienced by non-smokers, which would be related to such things as the amount of smoke typically generated in an area, the volume and frequency of traffic by non-smokers, and the availability of reasonably convenient alternate routes or other ways to avoid the smoke;
  - the inconvenience of smokers, which is primarily a function of the availability of other reasonably convenient smoking locations.
- **1.3.Procedure.** Initial assessment of all requests to designate a particular exterior location as non-smoking will be undertaken by a subcommittee of the Joint Occupational Health and

Safety Committee consisting of the Administrative Coordinator, Health and Safety Services (or someone else in a similar institutional position) and two others (one smoker and one non-smoker) selected by the JOHS Committee. Before making a recommendation, the subcommittee will consult with the administrator or administrators who have primary responsibility for people using a particular location. The JOHS Committee will review the recommendation of the subcommittee and make a decision. All recommendations to designate additional non-smoking areas will be forwarded to the Management Committee and Executive Council for review and approval (or to similar processes on regional campuses).

- -

## **2. Implementation and Penalties**

- **2.1. Signage.** The Director of Facilities (or the equivalent position on regional campuses) is responsible for posting no-smoking signs and for seeing that ashtrays are moved outside areas designated as non-smoking.
- **2.2. Responsibility for compliance.** The Executive, through the appropriate Dean, Director, or Regional Campus Principal, is responsible for orienting employees, students, and others to non-smoking locations and regulations, encouraging compliance with this policy, and disciplining those who repeatedly violate the policy.
- **2.3. Penalties.** Applicable penalties are subject to WCB Regulations and/or municipal by laws. Internally, the University College will apply disciplinary measures as it would with other violations of policies and procedures or legislation designed to promote the general health and safety of the University College community.

DRAFT