

Operational Policy

Policy Title:	Applies to:		Reference #
No Smoking Policy	All Employees		016-00 replaced by 117-HR-15
Approved by:	Dates:		Total # of Pages
People and Organizational Culture	Effective:	15-Jul-2017	2
	Last Review:	02-Jun-2017	
	Next Review:	02-Jun-2020	
Authority:			
People and Organizational Culture, <i>the Occupational Health and Safety Regulations 1996, City of Regina, Bylaw #2017-20 'The Smoking Bylaw, 2017</i>			

1.0 Purpose

The City of Regina strives to provide a healthy and safe environment for all its employees and the public.

2.0 Scope

This policy applies to all employees of the City of Regina, volunteers working on behalf of the City of Regina, and individuals in fee for service contracts with the City of Regina.

3.0 Definitions

Smoking

Is the practice in which a substance, most commonly [tobacco](#), is burned and the smoke is inhaled.

Included in this policy will be the use of an electronic cigarette, e-cigarette or any other form of electronic smoking device introduced into use between revisions of this policy.

Facilities

All buildings, enclosed structures, outdoor shelters or enclosed walkways where City of Regina employees work or temporarily occupy.

Vehicles

All licensed or unlicensed vehicles, including all attached equipment and trailers.

Green Spaces

All parks, golf courses, walking and bicycle paths.

4.0 Policy

Smoking is prohibited in all enclosed places of employment including; facilities, vehicles, other enclosed structures and also City of Regina green spaces and City owned or operated outdoor public places. The prohibited smoking area will also include the area within 10 meters from all building entrances, exits or fresh air intakes, or as otherwise posted.

5.0 Roles & Responsibilities

Management and Supervisors

- Communicate the “No Smoking Policy” to all employees
- Determine outdoor areas where smoking is permitted
- Enforce the “No Smoking Policy” in all City of Regina owned properties, work areas, facilities, vehicles and equipment assigned to their work units, branches and departments

Facilities Management Services

- Ensure appropriate signs and facilities are in place in accordance with this policy and are visible at the workplace (i.e. “No Smoking”)

People and Organizational Culture

- Provide advice to Directors, Managers and Supervisors on issues related to smoking in the workplace

6.0 Reference Material

- Provincial Occupational Health and Safety Regulations, 1996
- Saskatchewan Employment Act
- Government of Saskatchewan, Ministry of Advanced Education, Employment and Labour: *Workplace Smoking Ban*, May 2009
- City of Regina, Bylaw #2017-20 ‘The Smoking Bylaw, 2017

7.0 Revision History

Date	Description of Change	(Re)Approval Required (y/n)
01-July-2009	Initial Release.	No

01-Oct-2011	Review	No
01-Jan-2013	Review	No
01-May-2014	Review	No
01-Apr-2015	Review	No
02-Jun-2017	Revision, re: Bylaw #2017-20 'The Smoking Bylaw'	No