



SMOKING POLICY

The purpose of this policy is to restrict smoking in the workplace. The “Smoking in the Workplace Act” (*R.S.O. 1990, c. S. 13*) sets out clear restrictions on smoking in the workplace. Smoking includes carrying a lighted cigar, cigarette or pipe and smoke has a corresponding meaning.

Enclosed Workplace means an enclosed building or structure in which an employee works and includes a shaft, tunnel, caisson or similar enclosed spaces.

Although smoking will not be totally prohibited, it will be restricted to certain areas as outlined below.

Smoking is NOT permitted in:

- Private or enclosed offices, confined office or plant areas.
- Enclosed operating pulpits.
- Confined office or plant work areas.
- Areas of general access, i.e. lobbies, stairways, reception areas, elevators and hallways.
- Training rooms, meeting rooms, and classrooms.
- Washroom facilities and changing rooms.
- Lunchrooms and cafeterias.
- Areas designated by the Occupational Health & Safety Act and Skyline’s Health and Safety programs.
- Other no smoking areas as designated by Skyline
- Any enclosed equipment operating areas.
- On any property that is considered a job site or worksite where Skyline is responsible for work.
- On any property owned, rented, leased or is otherwise the responsibility of Skyline.

Smoking MAY be permitted:

- In areas designated as smoking areas where proper signage is visible.
- In area of public outdoor spaces, i.e. sidewalks, green spaces, etc.

Approved no smoking signs must be clearly visible in all areas where smoking is prohibited. Supervision is responsible for ensuring that everyone (*employees and visitors*) complies with this policy. A supervisor who permits smoking or an employee who violates this policy will be subject to disciplinary action. Any conflicts should be brought to the attention of the appropriate supervisory personnel and, if necessary, referred to the Safety Department for a final decision. In all cases, the right of a nonsmoker to protect his or her health and comfort will take precedence over an employee's desire to smoke. All employees must not only abide by Skyline policies on smoking, but also any by-laws in the municipality in which the work site is located. In accordance with the by-law, any supervisor who permits smoking or any person who violates the by-law may, upon conviction, be fined by the municipality.

According to the Canadian Lung Association, cigarette smoking is the leading cause of premature death and disability in Canada. Many allergic individuals and even the majority of healthy non-smokers report discomfort when exposed to secondhand smoke on the job. Furthermore, recent medical studies indicate that long term exposure to secondhand smoke may increase non-smokers' risks of developing severe lung disease. Skyline provides a healthy, comfortable and productive work environment for its employees. This goal can be achieved only through ongoing efforts to protect non-smokers and to help employees adjust to restrictions on smoking. All employees share the responsibility for adhering to and enforcing this policy.