

RH-305 USE OF TOBACCO IN THE WORKPLACE AND IN RESIDENCES



In this document, words used in the masculine gender apply to anyone.

Version 3 effective May 27, 2009

(previously DG-26)

Object

Policy

Valoris for Children and Adults of Prescott-Russell wishes to help eliminate the risks caused by tobacco use and second-hand smoke. Valoris is therefore committed to providing its clients, staff and partners a workplace or living area that is as healthy and smoke-free as possible. The Agency promotes healthy, smoke-free living to its clients, partners and staff.

Smoking is prohibited in all facilities and vehicles of Valoris; residential facilities for adults are considered workplaces.

At no time shall staff members smoke in the presence of children or adolescents under 19 years of age. Staff members may smoke in the presence of adults only during break times and at designated areas outside of the workplace. In order to respect our non-smoking residents as well as the facilities, employees who chose to smoke in the designated areas must ensure that these areas remain clean.

The agency will make all necessary efforts to place children under six years of age in the care of non-smoking foster families.

Procedure

1. Signage

Signage prohibiting smoking shall be visibly posted at the entrance of each workplace and vehicle.

2. Residential Services

2.1. Adult Residences

Residents and their visitors may smoke inside their own residences; however, staff members may not smoke inside the residence. Staff members must encourage residents to quit smoking or to smoke outside of the residence in order to maintain the quality of the residents' environment. Staff members may not use tobacco products as a reward.

Home Sharers must encourage adults to quit smoking by providing the necessary support and tools.

2.2. Foster Homes and Home Shares

Staff members must encourage foster parents and other smokers living in the residence to smoke outside of the residence and not in the presence of children. Foster parents will receive booklets and information explaining the hazards of smoking during the basic training program. Foster parents must not encourage children to smoke.

3. Children under 19 years old

Staff members and foster parents must not provide cigarettes to children under 19 years old. Foster parents must never use tobacco as a reward. Staff members and foster parents must educate children on the dangers of tobacco use by providing them with appropriate literature. A child's smoking habit must be discussed, and his/her annual plan of care must include measures to help the child stop smoking.

4. Volunteers

Volunteers, including volunteer drivers, must not allow a child under 19 years old to smoke, and they may not smoke in the presence of children.

5. Responsibilities

Supervisors in each workplace are responsible for ensuring that this policy is respected. Staff members who fail to meet these requirements may face disciplinary measures.

Supervisors of direct services to children and adults are responsible for ensuring that this policy is respected, and handle any exceptional circumstances that may arise.

6. Fines

The Smoking in the Workplace Act stipulates that an employer who is found guilty of an infraction of this Act may face a fine of up to \$25,000, and the employee in question may be fined up to \$500. The municipality is responsible for enforcing this legislation.

Definitions, annexes and references

References

- The Smoking in the Workplace Act;
- The Tobacco Control Act 1994;
- The Non-smokers' Health Act;
- Smoke-Free Ontario Act, S.O. 1994, amendment regarding controls relating to smoking tobacco (9.1) Prohibition, January 21, 2009
- Electronic Cigarettes Act, 2015, S.O. 2015