P O L I C Y

Title: No Smoking Policy

Policy No: 1007

Approval: County Council

Effective Date: February 1, 2007

Supersedes Policy No: New

Mountain View County

Policy Statement: Mountain View County (the County) will not permit smoking in any workplace, work vehicle or public place owned by the County.

Purpose: The purpose of this policy is to prohibit smoking in County workplaces, vehicles and public places.

Principles:

1. To protect the health and safety of County employees and the public.
2. This policy applies to all County workplaces, worksites and vehicles.
3. The policy applies to all County employees, Council, or to any individual entering into or onto a County workplace, vehicle and public places.

End of Policy

Approved: January 24, 2007

PROCEDURE

Mountain View
COUNTY

Procedure Title: No Smoking Procedure

Procedure No: 1007

Approval: CAO

Effective Date: February 1, 2007

Supersedes Procedure No: New

1. Definitions

1.1 "County" means Mountain View County

1.2 "Manager" for the purposes of this policy manager means the employee who has responsibility for a particular workplace or work vehicle.

1.3 "Public Place" means all or any part of a building, structure or other enclosed area to which members of the public have access as of right or by express or implied invitation.

1.4 "Smoke" means to smoke, hold or otherwise have control over a lit tobacco product.

1.5 "Tobacco Product" means a product manufactured from tobacco and intended to be smoked.

1.6 "Workplace" means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, eating areas, washrooms, lounges, storage areas, shops, and work vehicles..

1.7 "Work Vehicle" means a vehicle or heavy equipment owned or leased by the County and used by the employees during the course of their employment.

PROCEDURE

2. Smoking Prohibited

2.1 No person shall smoke in the following places owned or operated by Mountain View County:

2.1.1 Workplace

2.1.2 Work Vehicles

2.1.3 Public Place

3. Signs

3.1 Signs indicating that smoking is prohibited must be posted and continuously displayed in accordance with the following:

3.1.1 Be posted at each entrance to a workplace or work vehicle.

3.1.2 Be posted inside of each workplace or work vehicle in such numbers and locations as the manager of the workplace or work vehicle reasonably considers adequate to ensure that the public and employees are aware of the prohibition.

3.1.3 Be clearly visible to persons entering the workplace or work vehicle.

3.2 A sign prohibiting smoking must:

3.2.1 Contain the graphic symbol set out in Appendix A, which must depict the symbol in red or black on a contrasting background that makes the symbol clearly legible in whatever lighting is used in the workplace or work vehicle.

3.2.2 Contain the text “no smoking” in capital or lower case letters which must

3.2.2.1 Be set out in a style and size that is clearly legible and

3.2.2.2 Be set out on a contrasting background that makes the text clearly legible in whatever lighting is used in the workplace or work vehicle.

3.3 Size of sign:

3.3.1 Signs posted under these procedures in a workplace other than a work vehicle must be at least 20 cm x 26 cm and must have a surface area of not less than 520 cm^2.

3.3.2 Signs posted under these procedures in a work vehicle must be at least 10 cm x 10 cm and must have a surface area of not less than 100 cm.

PROCEDURE

4. Non-Compliance

4.1 Visitors who do not comply with this policy and procedures will be asked to leave the workplace or work vehicle until the smoking material has been extinguished.

4.2 Employees who do not comply with this policy and procedure will:

4.2.1 Verbal reprimand with a notification to the employees personnel file.

4.2.2 Receive a letter of reprimand on the second offence. This letter will be placed into the employees personnel file.

4.2.3 Upon third offence, the employee may be suspended without pay for up to one (1) week.

4.2.4 Further non-compliance may result in termination of the employee's employment with Mountain View County.

End of Procedure

Approved: January 24, 2007

APPENDIX "A"

Schedule 1