

**TITLE: SMOKE FREE ENVIRONMENT POLICY****POLICY****POLICY STATEMENT:**

The Town of Slave Lake recognizes the importance of the health and safety of the Town staff and its citizens and will maintain a smoke free environment in ALL Town owned, leased, operated, or occupied buildings, equipment or vehicles.

POLICY GUIDELINES:

By following the policy guideline the Town will endeavor to:

- Give clear direction as to the expectations regarding a smoke free environment.
- Clarify staff responsibilities regarding the implementation of this policy.

TITLE: SMOKE FREE ENVIRONMENT POLICY

POLICY

1.0 DEFINITIONS

1.01 Smoke or smoking:

Includes inhaling, exhaling, burning or carrying of a lighted cigarette, cigar, pipe, or other lighted smoking equipment, burning tobacco or any other weed or substance.

1.02 Town:

Refers to the Town of Slave Lake.

2.0 RESPONSIBILITIES

2.01 Chief Administrative Officer (CAO):

Reviews policy and recommends distribution, implementation, and application of policies and procedures, providing interpretation of implementation intentions if required.

2.02 Department Heads:

Ensure understanding of this policy and ensure consistent application thereof.

2.03 Employees:

Be familiar with and abide by the smoking policy.

CATEGORY: Public Service
POLICY #: D.c. 003
OWNER DEPT: Administration
APPROVED BY COUNCIL: 1991

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REVISED: October 31, 2006

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POLICY

3.0 GUIDELINES

- 3.01 All Town owned, operated and managed buildings shall be designated as no smoking with no exceptions.
- 3.02 All Town owned and operated equipment and/or vehicles shall be designated as no smoking with no exceptions.
- 3.03 Smoking is prohibited within a radius of six metres (20 feet) outside any door leading to, or from, a Town owned/leased building or near any ventilation air intake for said facilities.
- 3.04 The Town of Slave Lake shall post signs reflecting the regulations to this policy on all Town owned/leased facilities in all entrances.