



ADMINISTRATIVE PROCEDURE	
Approval Date <b>2013</b>	Replacing <b>All previous procedures</b>
Review Date <b>2018</b>	Page <b>1 of 2</b>
Contact Person/Department <b>Human Resources Administrator</b>	Identification <b>HR-4015</b>

## SMOKE-FREE ENVIRONMENT

### 1.0 PURPOSE

It is the policy of Trillium Lakelands District School Board to provide a healthy working and learning environment for the Board's staff and students through compliance with the *Smoke-Free Ontario Act* (S.O. 1994, c. 10) and the *Education Act* (R.S.O. 1990, c.e.2).

### 2.0 REFERENCES/RELATED DOCUMENTS

#### 2.1 RELATED LEGISLATION/DOCUMENTS INCLUDE:

- a) *Education Act and Regulations*
- b) *Smoke-Free Ontario Act*
- c) Healthy Active Living (HEAL) Action Plan

### 3.0 TERMS AND DEFINITIONS

- 3.1 Two pieces of provincial legislation apply to smoking in school board buildings and on board property. These are the *Smoke-Free Ontario Act* (S.O. 1994, c. 10) and the *Education Act* (R.S.O. 1990, c.E.2)

With respect to school sites, the *Smoke-Free Ontario Act*, sub-section 9(2), 1, provides that "No person shall smoke or hold lighted tobacco in...a school as defined in the *Education Act*." The *Education Act* (R.S.O. 1990, c. E. 2, s.1(1)) defines a "school" as:

- "(a) the body of elementary school pupils or secondary pupils that is organized as a unit for educational purposes under the jurisdiction of the appropriate board, or
- "(b) the body of pupils enrolled in any of the elementary or secondary school courses of study in an educational institution operated by the Government of Ontario, and includes the teachers and other staff members associated with the unit or institution and the lands and premises used in connection with the unit or institution."

In the case of school board worksites that are geographically distinct from school sites, sub-section 9(1) of the *Smoke-Free Ontario Act* provides that “No person shall smoke tobacco or hold lighted tobacco in any enclosed public place or enclosed workplace.”

#### **4.0 PROCEDURE**

- 4.1 Smoking is prohibited in all Board buildings and on all Board property, as well as in Board-owned vehicles and contracted school buses.
- 4.2 Leases to organizations renting Board property shall include a provision banning smoking in accordance with this policy, and individuals and organizations involved in community use of schools shall be advised of, and provided with, a copy of this policy.
- 4.3 Trillium Lakelands District School Board will work collaboratively with the local Health Units and local communities to support the legislation’s intent, consistent with the safety and well-being of its students and staff.
- 4.4 Consistent with the Smoke-Free Environment Policy, Board curriculum will reflect and promote the “Healthy Active Living” program, in accordance with Ministry of Education curriculum documents in Health and Physical Education.
- 4.5 Interested permanent employees are encouraged to use the Smoking Cessation Program available through the Employee Assistance Plan (EAP).