



## Medicine Hat College Policy SMOKE FREE ENVIRONMENT

Policy #:	HS-02
Policy Authority:	Manager, Occupational Health and Safety
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	President
Effective Date:	October 17, 2018
Next Mandatory Review Date:	October 17, 2023
Frequency of Review:	Every 5 years

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### 1. POLICY OBJECTIVE

Medicine Hat College (MHC) is committed to providing and promoting a healthy and safe environment for all members of the college community and will conduct activities in a manner that complies with all legal obligations.

This policy defines MHC's obligations and expectations regarding smoking and the use of smoke producing devices and products on MHC property (owned or leased).

### 2. POLICY SCOPE

This policy applies to all members of the MHC community.

### 3. DEFINITIONS

- **Cannabis Species (excluding hemp):** a broad term used to describe the various products derived from the leaves, flowers and resins of the *Cannabis sativa* and *Cannabis indica* plants, or hybrids of the two. These products exist in various forms and are used for different purposes (e.g. medical, recreational, and industrial). (N.b. the federal government has adopted the term "cannabis" to describe cannabis products in general, as opposed to the commonly-used term "marijuana", which only describes parts of the plant).
- **Designated Smoking Areas:** designated areas away from entrances and air intake vents (as defined in the *Tobacco Reduction Act, Medicine Hat Bylaw 4136 and Brooks Smoking Bylaw 18/05*) provided with receptacles for disposal of smoking waste products.
- **Medicine Hat College Community:** a member of the Medicine Hat College Community. Members under this policy includes, but is not limited to the following:
  - (a) Employee: any person who is employed by MHC or who provides services to MHC under an employment contract.
  - (b) Student: any person enrolled in study at MHC.
  - (c) Volunteer: any person performing work for MHC in an unpaid capacity.
  - (d) Contractor/Lessee: an individual or company (and its employees) who provides services to MHC (with or without a service contract) (i.e. a non-employee-employer relationship).

(e) Community Member: any person working in collaboration with MHC for a business or an academic purpose, or a visitor to campus.

- **Smoke and Vaping Devices:** includes pipes, cigars, hookahs/shisha, and similar devices, as well as electronic cigarettes and vapourizers.
- **Smoking:** inhaling, exhaling, burning, carrying or having possession of a burning or lighted cigarette (including e-cigarette), cigar or pipe, or other lighted smoking equipment, burning tobacco, or any other substance that is lighted, vapourized or heated.
- **Smudging:** a traditional practice which involves the burning of sacred medicines for spiritual or cultural ceremonies.
- **Tobacco:** a product composed in whole or part of tobacco, including tobacco leaves and any extract of tobacco leaves but does not include any product for use in nicotine replacement therapy.

#### 4. PRINCIPLES

- 4.1 MHC will adhere to the *Tobacco Reduction Act (Alberta)* and guideline and *Medicine Hat Bylaw 4136 – Prohibition of Smoking in Outdoor Places and Brooks Smoking Bylaw 18/05*.
- 4.2 Smoking is prohibited in all owned or leased MHC buildings and vehicles. Smoking is only allowed in designated areas marked with signage and provided receptacles.
- 4.3 In accordance with HR-09 Substance Use policy, cannabis is prohibited in all MHC owned or leased buildings, vehicles and designated smoking areas.
- 4.4 Accommodations for the use of doctor prescribed medicinal cannabis on campus will be considered with proper medical documentation and MHC approval as per HR-09 Substance Use policy and PR-HR-09-01 procedure.
- 4.5 Student Residence permits smoking on the Student Residence site (outdoors only) including the use of cannabis.
- 4.6 The College permits spiritual practices and ceremonies such as smudging and pipe ceremonies within approved college locations in accordance with college guidelines and policies and provincial law.
- 4.7 MHC will not sell, allow the sale of, or distribute any smoke or vaping devices, cannabis edibles, or any other related products on its property (owned or leased).
- 4.8 Employees and students in violation of this policy may be subject to disciplinary action in accordance with college policy. Other members of the college community may be fined in accordance with the *Tobacco Reduction Act* or subject to the other sanctions deemed appropriate by the College.

## 5. RESPONSIBILITIES

5.1 **Manager, Occupational Health and Safety** is responsible for

- (a) knowing and understanding the College's obligations under the relevant Acts and By-Laws; and
- (b) education around policy.

5.2 **Security** is responsible for

- (a) monitoring campus for compliance; and
- (b) responding to complaints of non-compliance to policy.

5.3 **Coordinator, Student Residence** is responsible for

- (a) monitoring residence for compliance;
- (b) responding to complaints of non-compliance to policy; and
- (c) working with Residence Assistants to monitor compliance.

## 6. APPLICABLE LEGISLATION/REGULATIONS

*Tobacco Reduction Act (Alberta)* and guideline

<http://www.qp.alberta.ca/documents/Acts/T03P8.pdf>

*Alberta Fire Code*

*Medicine Hat Bylaw 4136 – Prohibition of Smoking in Outdoor Places.*

<http://www.qp.alberta.ca/documents/Acts/T03P8.pdf>

*Brooks Smoking Bylaw 18/05*

<https://www.brooks.ca/DocumentCenter/View/183/Smoking-Bylaw>

## 7. RELATED POLICIES

HS-01: Occupational Health and Safety

3.1: Facility and Access Usage policy

3.2: Facility Booking Guidelines

3.8: Vehicle Use for College Business

10.1: Student Residence

### **ORIGINAL COPY SIGNED**

Wayne Resch  
Acting President and CEO

Date: October 17, 2018

### **ORIGINAL COPY SIGNED**

Carla Bennett  
Interim Vice-President,  
Administration and Finance

Date: October 17, 2018

### **DOCUMENT HISTORY**

October, 2018      Reviewed policy approved