

SMOKING AND USE OF TOBACCO PRODUCTS

Section:	Health, Safety and Environment (HS)
Subject:	Health, Safety and Environment
Legislation:	<i>Tobacco Reduction Act (SA 2005 cT-8); Tobacco Reduction Regulation (AR 240/2007); The Smoking Bylaw (City of Calgary Bylaw 57M92).</i>
Effective:	January 28, 2015
Revision:	September 1, 2016 (reformatted); July 1, 2018

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to commit to providing a safe, clean and healthy working, learning, and living environment for members of the SAIT community, which includes restricting smoking and the use of tobacco products on SAIT’s facilities and complying with applicable federal, provincial and municipal laws regulating smoking and the use of tobacco products.

PROCEDURE

DEFINITIONS

- Facilities** Any building, ground or area that SAIT owns, uses or occupies and that is under the jurisdiction of SAIT’s Board of Governors.
- SAIT campus** SAIT’s main campus and all satellite campuses.
- SAIT community** SAIT’s governors, employees, students, contractors, consultants, agents, and volunteers.
- Smoking** To inhale, exhale, burn, carry, or possess lighted tobacco, cannabis or other herbal products, including cigarettes, electronic cigarettes (e-cigarettes), cigars, cigarillos, pipe tobacco, hookahs or other products capable of being smoked,

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or to burn, vaporize or atomize any products for inhalation including tobacco or illegal substances.

Tobacco product

A product composed in whole or in part of tobacco, including tobacco leaves and any extract of tobacco leaves, but does not include any product for use in nicotine replacement therapy. It includes, but is not limited to, cigarettes, cigars, cigarillos, pipe tobacco and specialized tobacco products such as chewing tobacco, smokeless tobacco and snuff.

GOVERNING PRINCIPLE

1. This procedure does not apply to the use of cannabis for medical purposes, which is governed by specific SAIT rules and processes. In the case of students, these rules and processes are administered by the Office of the Registrar, in consultation with the Accessibility Services unit of the Learner and Academic Services department. In the case of employees, these rules and processes are administered by the Employee Services department. Please contact the Office of the Registrar or Employee Services for further information.
2. This procedure does not affect the rights of indigenous people respecting traditional indigenous spiritual or cultural practices or ceremonies. In those situations, exceptions to this procedure may be made for activities conducted within and under the auspices of SAIT's Chinook Lodge, subject to paragraph 4 of this procedure.

PROCEDURE

1. Smoking and/or the use of tobacco products is prohibited, subject to paragraph 2 of this procedure:
 - a) In all of SAIT's facilities, including the SAIT student residences and the rooftops of SAIT's facilities;
 - b) In all vehicles that SAIT owns, leases or licenses, including but not limited to cars, trucks, heavy equipment machinery and aircraft;
 - c) On all SAIT outdoor patios;
 - d) Within ten meters of:

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- i) An entrance to or exit from any SAIT buildings or facilities.
 - ii) A flammable or combustible storage area at any SAIT buildings or facilities.
 - iii) A fresh air intake system of any SAIT buildings or facilities.
 - iv) A window in any SAIT buildings or facilities.
 - v) Any on-campus transit station or bus shelter.
2. SAIT may designate and mark specific outdoor spaces on the SAIT campus as “smoking permitted” areas in relation solely to tobacco products, provided that such designation does not contravene paragraph 1.d) of this procedure and/or applicable federal, provincial and municipal laws. These designated areas are the only areas in which the smoking of tobacco products is permitted on the SAIT campus.
 3. In the designated areas where tobacco smoking is permitted, tobacco smoking materials must be properly disposed of in the containers provided for such disposal.
 4. The use of cannabis is prohibited in SAIT’s facilities.
 5. The sale of tobacco products and cannabis is prohibited in SAIT’s facilities, including the SAIT student residences.
 6. Appropriate signage relating to this procedure will be placed at all entrances to/exits from SAIT’s facilities, and at such other locations that SAIT deems necessary.
 7. Organizers and attendees at public events using SAIT’s facilities, including public events such as conferences, meetings, public lectures, sporting activities, social events, industry events and cultural events must comply with this procedure. Organizers of such events are responsible for communicating this procedure to attendees, and for enforcing this procedure.
 8. Persons who wish to report an infringement of this policy and/or procedure shall do so by contacting Security.
 9. Infringements of this procedure will be addressed as follows:
 - a) In the case of employees, through the provisions of procedure [HR.4.4.1 Corrective Action Procedures](#).

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- b) In the case of students, through the non-academic misconduct provisions of procedure [AC.3.4.1 Student Code of Conduct](#).
 - c) In the case of contractors, visitors to SAIT and/or members of the general public on or using SAIT's facilities:
 - i) First, by a verbal request to stop their usage of tobacco products; and
 - ii) Second, by contacting Security and arranging for removal of those visitors from SAIT's facilities.
10. SAIT will provide informational materials to employees and students in order to support their efforts to reduce/cease the use of tobacco and cannabis products.

POLICY/PROCEDURE REFERENCE

HS.1.4 Smoking and Use of Tobacco Products policy

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