

Policy and Procedure

Title:	Smoke and Vapour Free Environment (Previously: Smoke Free Environment)		
Policy Number:	01.003	Section:	Administration
Effective Date:	December 15, 1994		
Revised Date:	October 3, 2019		
Approving Body:	President and CEO		
Authority:	CancerCare Manitoba Act		
Responsible Officer:	President and CEO		
Delegate:			
Contact:	Manager, Human Resources Department		
Applicable to:	CCMB Community		

1.0 **BACKGROUND:**

- 1.1 CancerCare Manitoba (CCMB) is committed to the comfort, health, and well-being of all who attend its facilities including patients, staff and the general public, and to protecting them from the harmful effects of exposure to second-hand smoke while attending a CCMB Facility.

2.0 **PURPOSE:**

- 2.1 To provide CCMB Staff with clear guidance on what is meant by a smoke-free environment and how to respond to those not complying with the policy.
- 2.2 To provide instruction on appropriate signage and communication regarding the policy.
- 2.3 For the purposes of this policy, second-hand smoke shall include the vapor emitted from electronic cigarettes (e-cigarettes), therefore e-cigarettes are subject to the same restrictions as tobacco products.

3.0 **DEFINITIONS:**

- 3.1 **CCMB Facilities and Grounds:** any building, or portion of a building, owned or operated by CCMB, as well as outdoor areas immediately adjacent to those buildings, i.e. entryways, sidewalks, driveways, green spaces, parking areas.
- 3.2 **CCMB Staff:** all persons employed or contracted by CCMB, including physicians, as well as volunteers, board members and students.
- 3.3 **Smoke-Free Environment:** space where the smoking of tobacco or other products is prohibited, including cigarettes, cigars, pipes, e-cigarettes, or any other device that produces smoke or vapor.
- 3.4 **Smoking Cessation Interventions:** a range of resources available and/or services provided to assist individuals who smoke to consider or act to reduce, temporarily abstain from, or quit smoking. It may include, but is not limited to, offering information, access to a phone help line, group program, individual, family or group counseling, brief intervention counseling, motivational interviewing, or

CANCERCARE MANITOBA GOVERNING DOCUMENTS Policy and Procedure
Title: Smoke and Vapour Free Environment
Page: 2 of 4

smoking cessation medication.

4.0 POLICY:

- 4.1 Smoking is prohibited for all CCMB staff, patients, families and any other visitors in all areas of CCMB Facilities and Grounds.
- 4.2 Aboriginal healing ceremonies, including those that may involve the use of sacred medicines or sacred tobacco in a manner that produces smoke, shall be respected and supported within CancerCare Manitoba facilities.
- 4.3 Where Grounds are minimal or non-existent, there shall be no smoking within a minimum distance of 8 meters of an entranceway, openable window, or building air intake of a CCMB Facility.
- 4.4 While any CCMB Staff member has the authority to ask others to comply, enforcement of this policy is the responsibility of the service area / department responsible for the area in question. General areas, such as main hallways or entryways, are the responsibility of the host hospital Security.
- 4.5 Signage indicating that all areas of CCMB Facilities and Grounds are a Smoke-Free Environment shall be posted in clearly visible spaces.
- 4.6 CancerCare Manitoba shall provide preventive and supportive measures to assist patients/clients in adapting to smoke-free environments. Evidence-based Smoking Cessation Interventions shall be provided to CCMB patients/clients who are tobacco/vaping users.
- 4.7 CancerCare Manitoba shall ensure Evidence-based Smoking Cessation measures are available to assist staff and physicians who wish to address their smoking/vaping addiction.

5.0 PROCEDURE:

- 5.1 Any CCMB Staff member may approach another who is smoking in a CCMB Facility or Grounds and ask them to either cease or leave the area.
- 5.2 If the person asked to cease smoking or leave the area is non-compliant, the staff member should call their manager or Security, and in the case of it being a CCMB Staff member who is non-compliant, call Human Resources.
- 5.3 Further action is dependent on the individual situation.

CANCERCARE MANITOBA GOVERNING DOCUMENTS Policy and Procedure
Title: Smoke and Vapour Free Environment
Page: 3 of 4

6.0 REFERENCES:

- 6.1 The Non-Smokers Health Protection Act – Manitoba – April 2014.
- 6.2 City of Winnipeg Smoking Regulation By-law No. 88/2003
- 6.2 City of Winnipeg Outdoor Smoking By-Law No. 62/2011.
- 6.3 WRHA Smoke-Free Policy No. 10.00.010.

Contact: All enquiries relating to this document should be directed to:	
Name:	
Title/Position:	Manager, Human Resources Department
Phone:	
E-mail:	
Address: (if required):	

CANCERCARE MANITOBA GOVERNING DOCUMENTS
Policy and Procedure

Title: Smoke and Vapour Free Environment

Page: 4 of 4

DOCUMENTATION

Document Location:

This document is located (hard and e-copy formats):

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| 1. | The original signed and approved document is on file in the Policy Office, CCMB. |
| 2. | The e-copy is on file in the CCMB Governing Documents Library on SharePoint. |
| 3. | |

Revision History:

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft Final Minor/Major revision		
15/12/1994	1	Initial		
29/03/2006	2	Revision		
12/05/2015	3	Minor Revision	Policy Team Sr. Leaders	Name of policy changed from Non-Smoking Policy to Smoke-Free Environment. E-cigarettes and vapor included in this policy.
28/03/2018	4	Minor revision	S. Friedenberger	Reformatted to new template
23/09/2019	5	Minor revision	P. Dufault P. Perreault	Added provisions for Aboriginal Ceremonies and Smoking Cessation Program

Approvals Record:

This Policy requires approval by:

Approval	Date	Name / Title	Signature
		Not required.	

FINAL APPROVAL:

Date	Name / Title	Signature
	Dr. S. Navaratnam President and CEO, CCMB	