

## **Tobacco, Cannabis, and Electronic Cigarette Use Policy – B-P-007**

### **Board of Health Policy**

#### **1.0 Policy Statement**

The Board of Health of the North Bay Parry Sound District Health Unit (Health Unit) is committed to providing a safe and healthy work environment and to improving the health of our community. It recognizes that a tobacco, cannabis, and electronic cigarette use policy, a component within a broader comprehensive tobacco control approach, will help to:

- protect individuals from involuntary exposure to second-hand smoke and second-hand vapour;
- prevent relapse among former users, as well as initiation among youth and young adults;
- encourage current users to reduce or to quit;
- reduce social exposure (i.e., sensory and visual cues) related to these products; and
- protect the environment.

This policy prohibits the use of all tobacco products, the smoking of cannabis, and the use of electronic cigarettes to vape any substance on property owned or leased by the Health Unit.

#### **2.0 Purpose**

This policy is intended to:

- create and foster an environment free from the use of tobacco products, cannabis smoke, and electronic cigarettes, as well as free from involuntary exposure to second-hand smoke and vapour;
- provide relevant definitions;
- establish responsibilities; and
- outline the procedure for implementing, monitoring, and evaluating the policy.

Note: this policy does not apply to Indigenous or non-Indigenous persons “smoking tobacco or holding lighted tobacco... if the activity is carried out for traditional Indigenous cultural and spiritual purposes” (*Smoke-Free Ontario Act [SFOA], 2017, Section 19.3 a & b*)

#### **3.0 Scope**

This policy applies to all Health Unit employees regardless of position, classification, or union membership. This policy also applies to all persons who attend a Health Unit workplace setting including, but not limited to, all Board of Health members, students, volunteers, clients, visitors, and contractors. For the purposes of this policy, Health Unit property includes all indoor and outdoor property owned or leased by the Health Unit. When the property is shared with other agencies/groups, all individuals aforementioned follow the Tobacco, Cannabis, and Electronic Cigarette Use Policy. The policy is applicable off-site for Health Unit employees, volunteers, students, and Board of Health members during the normal conduct of their work duties (excluding breaks).

## 4.0 Definitions

**4.1 Tobacco:** “applies to tobacco in any processed or unprocessed form that may be smoked, inhaled, or chewed, including snuff, but does not apply to products intended for use in nicotine replacement therapy” (SFOA, 2017, Section 2).

**4.1.1** Use of tobacco includes, but is not limited to, chewing or sniffing tobacco products, as well as smoking or holding lighted tobacco.

**4.2 Cannabis:** “Any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not... [and] any substance or mixture of a substance that contains or has on it any part of such a plant.” (Cannabis Act, 2018, Subsection 2.1).

**4.2.1** Use of cannabis includes smoking or holding lighted cannabis.

**4.3 Electronic cigarette:** “means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine. (SFOA 2017, Section 1.1).

**4.3.1** Use of Electronic cigarettes (e.g., vaping) includes any of the following:

- Inhaling vapour from an electronic cigarette.
- Exhaling vapour from an electronic cigarette.
- Holding an activated electronic cigarette (SFOA, 2017, Section 1.3).

## 5.0 Responsibility

**5.1** The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented, by having the following in place:

- Adequate signage on Health Unit property.
- Information posted on the Health Unit’s website and Intranet.
- New employees and volunteers are aware of the policy.
- Staff are reminded of the policy.
- Clients and visitors are aware of the policy.
- The policy is monitored and evaluated, as needed.

## 6.0 Procedure

**6.1** The Medical Officer of Health/Executive Officer informs Board of Health members of this policy during their orientation session.

**6.2** Managers handle any violation of this policy by employees through the standard disciplinary procedures.

## 7.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

## 8.0 References

### Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)

### External References

- a) *Smoke-Free Ontario Act*, 2017 S.O. 2017, c.26, Sched. [Ontario E-Laws Website](#)
- b) *Cannabis Act*, 2018, S.O. 2018, c. 16, Sched. 1 [Justice Laws Website](#)

## 9.0 Summary of Revisions

Policy name change to include Cannabis, and various revisions and deletions to sections 1.0, 2.0, 3.0, 4.1, 4.2, 4.3, 4.3.1, 6.3, 6.3.1, and 8.0.

## 10.0 Board Policy Development Details

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