

CATEGORY: Health and Safety Policies and Procedures

DATE: November 2016

SUBJECT: Smoke Free Centre Policy

REVIEWED: March 2023

APPROVED BY: Shemina Ladak, Executive Director



Policy Statement

Centennial Infant and Child Centre (CICC) is a Smoke-Free environment.

Purpose:

The purpose of this policy is to outline the policies and procedures that clearly outline and provide clear direction to staff, volunteers, students and families around the Centres policies with regards to smoking. CICC is a Smoke-Free environment.

Scope

This policy applies to all families, and staff, volunteers and students working at CICC and any visitor coming on the premises.

Policies are as follows:

- No person is permitted to smoke or hold a lighted cigarette anywhere on the property of CICC.
- Every staff/student/volunteer/parent/visitor is to be informed that smoking is prohibited.
- “No Smoking” signs are to be posted throughout the centre and in all washrooms.
- Any person who refuses to comply is in contravention of the Smoke-Free Ontario Act.
- Local Health department may be contacted for information.

Procedure:

- Policy to be reviewed with all staff/students/volunteers.
- Policy to be reviewed with all parents before enrolling their children.
- Any person who does not comply with this non-smoking policy will be asked to put their cigarette out or take it off the property.
- “No Smoking” signs posted throughout workplace as well as in washrooms.
- No ashtrays remain in the enclosed workplace or designated place or area.

