



BCIT Safety Manual

TOBACCO SMOKE

EXPOSURE CONTROL PLAN



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1. Purpose

BCIT is committed to protecting the health and well-being of employees, students, and visitors. This



Exposure Control Plan is designed to minimize employee, student, contractor, and visitor exposure to tobacco smoke, eliminate fire hazards due to smoking, and to ensure compliance with applicable laws and regulations.

2. Definitions

2.1 Tobacco

Any product derived in whole or in part from leaves or products produced from tobacco, in any form or for any use. For the purpose of this program, e-cigarette, electric smoking devices are considered as tobacco products.

2.2 Designated Smoking Area

Specific areas that have been designated by BCIT to be appropriate for smoking tobacco products. Please refer to *appendix A* for a map of designated smoking areas at each BCIT Campus.

2.3 No Smoking Area

Tobacco smoking is banned from the inside of all premises on BCIT Campuses, the interior of all BCIT work vehicles, and all locations that are located within 6.1 meters (20 feet) from:

- Building Entrances
- Building Air Intakes
- Covered Walkways
- Opening Windows
- Parkades
- Overhangs
- Eating Areas*
- Thoroughfares

*-excluding the Burnaby Campus Student Association Pub patio

2.4 Eating Area

Associated with an outside patio where several dining tables are available for use.

2.5 Thoroughfare

A pathway between two places that is used by many people to congregate. This does not relate to open aired sidewalks.

3. Applicable Legislation and Reference Materials

BCIT Smoking Locations Policy (7100 – DR6)

BCIT Safety Manual Part 2 Section 23 – Training and Orientation

Regulator Excerpt: City of Vancouver: [Health By-Law No. 9535](#)

Ban on smoking

2.2 A person must not smoke:

(a) in a building, except in:

- (i) a dwelling unit or sleeping unit defined under the Zoning and Development By-law including a dwelling unit in which an owner or occupier also carries on a business,
- (ii) a hotel or motel room or suite designated for smoking by a responsible person, or

(iii) enclosed premises:

- (A) that are not open to the public,
- (B) that are not private clubs or smoking clubs, a purpose of which is to allow patrons, customers, or other persons to smoke, and
- (C) where the only occupants are the owner or owners of the business carried on in the premises;

(b) in a vehicle for hire;

(c) on public transit including a school bus, passenger bus, ferry, or rapid transit;

(d) in an enclosed or partially enclosed shelter where people wait to board a vehicle for hire or public transit;

(e) within six metres measured on the ground from a point directly below any point of any opening into any building including any door or window that opens or any air intake;

(f) in a customer service area; or

(g) within six metres of the perimeter of a customer service area.

Regulator Excerpt: Province of British Columbia: [Tobacco Control Act – Chapter 451](#)

2.3 No smoking in or near certain places

(1) Subject to subsection (2), a person must not smoke tobacco, or hold lighted tobacco,

- (a) in any building, structure, vehicle or any other place that is fully or substantially enclosed and
 - (i) is a place to which the public is ordinarily invited or permitted access, either expressly or by implication, whether or not a fee is charged for entry,
 - (ii) is a workplace, or
 - (iii) is a prescribed place, or
- (b) within a prescribed distance from a doorway, window or air intake of a place described in paragraph (a).

(2) Subsection (1) does not apply to the ceremonial use of tobacco

- (a) in relation to a traditional aboriginal cultural activity, or
- (b) by a prescribed group for a prescribed purpose.

(3) Subject to subsection (5), if any person contravenes subsection (1) in respect of a place described under subsection (1) (a) (i) or (iii), each manager, owner and lessee of the place is deemed to have contravened that subsection and each is liable for the contravention.

(4) Subject to subsection (5), if any person contravenes subsection (1) in respect of a workplace, the employer is deemed to have contravened that subsection and is liable for the contravention.

(5) It is a defence to a charge under subsection (3) or (4) if the manager, owner, lessee or employer, as applicable, demonstrates that he or she exercised reasonable care and diligence to prevent the contravention.

(6) Subsections (3) and (4) apply whether or not the person who smoked tobacco, or held lighted tobacco, or any other person, is charged with contravening subsection (1).

Regulator Excerpt: WorkSafeBC [WorkerSafeBC Regulation Part 4](#) – Environmental Tobacco Smoke

4.81 Controlling exposure



The employer must control the exposure of workers at any workplace to environmental tobacco smoke by

- (a) prohibiting smoking in the workplace,
- (b) restricting smoking to a safe outdoor location that is a minimum of 3 metres from a doorway, window or air intake of an indoor workplace
- (c) prohibiting working in an indoor area where smoking is allowed

4. Roles & Responsibilities

4.1 BCIT Employees/Students/Contractors/Visitors

- Refrain from smoking inside of all premises, the interior of all BCIT work vehicles, and all locations that are located within 6 meters (20 feet) from:
 - ❖ Building Entrances
 - ❖ Building Air Intakes
 - ❖ Covered Walkways
 - ❖ Opening Windows
 - ❖ Parkades
 - ❖ Overhangs
 - ❖ Eating Areas*
 - ❖ Thoroughfares
- Fully extinguish and dispose in the provided ashtrays
- Report individuals not adhering to the BCIT Smoking Policy to their Supervisors and SSEM

*-excluding the Burnaby Campus Student Association Pub patio

4.2 Supervisors/Instructors

- Ensure employees/students under their charge are aware of the BCIT Smoking Policies. This includes providing employees and students with information regarding the BCIT Smoking Location Policy and working with BCIT Safety, Security and Emergency Management to enforce the Policy, if necessary

4.3 BCIT Safety, Security, and Emergency Management

- Respond to reported smoking concerns
- Determine use of signage, and painted lines to denote areas where smoking is prohibited
- Campus Security Personal will enforce smoking policies
- Keep records pertaining to the number and type of incidents, and interventions, that are associated with smoking at BCIT

5. Risk Identification, Assessment & Control

5.1 Risk Identification

The principal route of exposure to tobacco smoke is through inhalation.

The health effects due to tobacco smoke are well documented. Please visit the [Health Canada website](#) for more information.

Smoking Tobacco

There is strong evidence that smoking tobacco is related to more than two dozen diseases and



conditions, including lung and other cancers, in addition to a wide range of respiratory and cardiovascular diseases. Careless smoking may also cause burns.

Environmental Tobacco Smoke

Environmental tobacco smoke, or second-hand smoke, is what smokers exhale and what rises from an idle burning cigarette. There are 4,000 chemicals in the smoke, including hundreds of irritants and toxins. In fact, more than 50 of the chemicals in second hand smoke are confirmed carcinogens in addition to contributing directly to other diseases, such as asthma, heart disease and emphysema.

Fire Hazard

Improperly discarded cigarettes can easily start fires or even cause explosions.

5.2 Control Measures

Education

Supervisors are required to inform their staff/students of the requirements that are laid out in the BCIT Smoking Locations Policy. Students, employees and contractors shall be informed of the contents of the BCIT Smoking Locations Policy (7100 – DR6) as part of their initial orientation and training

Signage and Ash Trays

Signs and painted lines shall be located at entrances to BCIT buildings and other appropriate areas to identify areas where smoking is not permitted. All ash trays shall be located outside of the no-smoking areas.

Enforcement

- BCIT Security shall enforce smoking area requirements
- Supervisors shall also enforce the requirements, as required

6. Hygiene

Employees, students, and contractors working in areas, or performing tasks, where their hands may be contaminated with toxic substances should wash their hands prior to smoking.

7. Documentation

The BCIT Safety, Security, and Emergency Management Department shall document all complaints and incidents that are related to tobacco smoke at BCIT. This documentation will be maintained for a minimum of 3 years.

8. Program Review

This exposure control plan will be reviewed annually for the following:



- The effectiveness of control measures
- Documentation for education

The annual review may be conducted in consultation with the Joint Occupational Health and Safety Committee.