	<b>SMOKE FREE WORKPLACE</b>	<b>RULE</b>
		MS11-RL1.3
Date Developed: 2011 Jul. 21	Revision Date: 2018 Dec. 18	Last Reviewed: 2018 Dec. 18
Document Owner: EPCOR Health Safety and Environment		Review Cycle: Every 3 years

## PURPOSE

EPCOR Utilities Inc. is committed to providing a safe and healthy work environment for employees, contractors and visitors by reducing the hazards caused by smoking. This commitment includes:

- Elimination of smoking wherever it may constitute a fire, explosion or asset damage hazard;
- Compliance with regulatory requirements;
- Elimination of exposure to second hand smoke; and
- Cessation programs to assist employees to stop smoking.

## SCOPE

This Rule applies to all EPCOR Utilities Inc. employees, contractors, vendors and visitors on facilities owned and/or operated by EPCOR.

Smoking includes all tobacco products and the use of electronic cigarettes (e-cigarettes), personal vaporizers or electronic nicotine delivery systems.

*Violation of this Rule may be subject to disciplinary action in accordance with the Human Resources Progressive Discipline policy and/or loss of site access privileges. .*

## METHOD

1. On all EPCOR Utilities Inc. work sites/workplaces and/or buildings, smoking is not permitted:
  - Inside any buildings or structures, including garages and rooftops;
  - Within 10 meters of any building entrances, air intakes or open windows;
  - Inside any vehicle or mobile equipment; and/or
  - Within 10 meters of an outdoor work area.
2. In accordance with regulatory requirements, facilities may establish Designated Smoking Areas where smoking is permitted.
3. Smoking is a known health hazard and as such EPCOR encourages all employees not to smoke. For information about smoking cessation support programs, contact your Human Resources Consultant.

## ROLES AND RESPONSIBILITIES

**Contractors** are expected to:

- Enforce the requirements of this Rule for their personnel (including subcontractors) working in an EPCOR building or on an EPCOR work site.

**EPCOR Health, Safety and Environment (HSE) and Business Unit (BU) Health and Safety Representatives** are expected to:

- Resolve any questions of interpretation;
- Support supervisors in meeting their responsibilities.

**EPCOR Personnel** are expected to:

- Review and abide by this Rule.

**Facilities' Management (both operations and corporate)** is expected to:

- Establish and maintain Designated Smoking Areas;
- Assess new Designated Smoking Areas to meet requirements;
- Post applicable signage.

**NOTE:** Operations means those persons looking after specific BU facilities.

**Human Resource/Labour Relations** is expected to:

- Support supervisors in meeting their responsibilities.
- Cessation program support.

**Management** is expected to:

- Communicate this work rule to all EPCOR personnel;
- Enforce the requirements of this Rule;
- If required, identify a Designated Smoking Area where smoking is permitted that is safe from workplace hazards;
- Work with facilities' owners in determining Designated Smoking Areas for non-owned EPCOR facilities.

**Supervisors (In Scope - including Foremen and Lead Hands)** are expected to:

- Apply this Rule;
- Advise an Out of Scope Supervisor, Manager or Director of any situation in which they have grounds to believe a violation of this Rule has or is likely to occur.

## DEFINITIONS

### **Company Workplace/Work site**

Means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

This includes but is not limited to; all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles.

### **Designated Smoking Area**

An area that must meet the following requirements:

- Be In compliance with relevant provincial and municipal by-laws and may not expose any person involuntarily to environmental tobacco smoke;
- Is an open air facility with no structures constituting a building;
- Be a minimum of 10 meters away from all entrances, exits or air intakes to EPCOR controlled buildings;
- Must be identified with signs posted in accordance with applicable provincial and municipal by-laws and regulations; and

Current versions of controlled documents are posted on the EPCOR intranet. Versions obtained from other locations are considered uncontrolled. It is the user's responsibility to verify that this is the current version.

**PRINTED COPIES OF THIS DOCUMENT ARE VALID FOR 24 HOURS.**

- Have an Factory Mutual (FM)<sup>1</sup>/Canadian Standards Association (CSA) approved (or equivalent) smoking receptacle.


**NOTE:**<sup>1</sup>The Factory Mutual Approvals Division determines the safety and reliability of equipment, materials or services utilized in hazardous locations in the United States and elsewhere. For a product to receive FM approval, it must meet two criteria. Initially, it must perform satisfactorily, reliably and repeatedly as applicable for a reasonable life expectancy. Secondly, it must be produced under high quality control conditions. Factory Mutual also has inter-laboratory agreements and can certify to Canadian and European standards.

## REFERENCES

*Tobacco Reduction Act*, Province of Alberta, Canada

*Tobacco Control Act*, Province of British Columbia, Canada

## APPROVAL AND VERSION HISTORY

<b>MS11-RL1.3-Smoke Free Workplace</b>		Version # 03
<b>Approved by:</b> Guy Greenwall	(signature)  _____ Senior Manager, Health Safety & Environment	<b>Date:</b> 2018 Dec. 18

Version #	Description of Changes	Prepared By	Date
00	Initial release	Diana Cooper	2011 Jul. 21
01	Update Roles and Responsibilities due to organizational changes	Guy Greenwall	2013 Sep. 18
02	Added E-cigarettes to scope	Guy Greenwall	2015 Apr. 21
03	Updated designated smoking areas due to new smoking and vaping by-laws	Guy Greenwall	2018 Dec 18

Current versions of controlled documents are posted on the EPCOR intranet. Versions obtained from other locations are considered uncontrolled. It is the user's responsibility to verify that this is the current version.

**PRINTED COPIES OF THIS DOCUMENT ARE VALID FOR 24 HOURS.**