

<b>Policy Name:</b>	<b>Tobacco Smoking and Cannabis Consumption on Campus</b>
<b>Originating/Responsible Department:</b>	<b>Office of Risk Management</b>
<b>Approval Authority:</b>	<b>Senior Management Committee</b>
<b>Date of Original Policy:</b>	<b>July 2008</b>
<b>Last Updated:</b>	<b>September 2023</b>
<b>Mandatory Revision Date:</b>	<b>September 2028</b>
<b>Contact:</b>	<b>Executive Director, Office of Risk Management</b>

**Policy Statement:**

Carleton University is committed to providing a safe and healthy workplace and study environment. The University recognizes scientific research indicating that smoking is harmful to one's health and to the health of others through second-hand cannabis or tobacco smoke.

The University also recognizes cannabis and tobacco as an addictive substance and is committed to delivering programs and education aimed at providing protection from environmental (second-hand) smoke while providing support for those with addictions and for smoking cessation.

Pursuant to the Smoke-Free Ontario Act, tobacco smoking is prohibited in all buildings, residences and garages on the Carleton University campus and premises, and within ten (10) meters of any entrance or exit and any air intake vent or open window of any building or residence.

The smoking or consumption of cannabis is prohibited on the Carleton University Campus including but not limited to all public places, workplaces, buildings, garages and residences. Use of cannabis for medical reasons shall be addressed on a case by case basis through the appropriate accommodation process.

**Purpose:**

The objectives of this policy are to uphold Carleton University's commitment to provide a safe and healthy environment for the University community. Carleton University's smoking policy is aligned with the Ontario government's Smoke-Free Ontario Act, which prohibits smoking in workplaces, company vehicles (including boats) and public places. The policy is also aligned with the City of Ottawa's Smoke-Free Bylaws.

**Scope:**

This policy applies to all members of the Carleton University community, including the University's employees, volunteers, students and visitors. Contractors hired by the University are also required to observe and comply with this Policy where applicable. All events, including conferences hosted on University property, are subject to this policy.

Carleton University recognizes the unique relationship that many Indigenous cultures have with traditional and sacred medicines such as tobacco, sweet grass, sage and cedar, among others as provided under the Smoke Free Ontario Act. Several spaces have been pre-approved for the Burning of Sacred Medicines across campus, as per the [Smudging](#) procedure.

This is to support an environment that is inclusive and welcoming while ensuring the burning of these medicines is conducted safely and in compliance with all applicable legislation and standards.

For purposes of this Policy the following definitions apply:

“public place” is defined to include any place to which the public has access as of right or by invitation, whether express or implied, and whether or not a fee is charged.

“workplace” within the meaning of the Occupational Health and Safety Act and this policy is defined as land, premises, location or thing at, upon, in or near which a worker works.

“Smoking” is defined as inhaling, exhaling, burning, vaping, or carrying a lighted cigarette, cigar, pipe, electronic cigarettes, hookah or any other apparatus used to smoke tobacco, cannabis or any other materials, whether natural or synthetic in any manner or in any form. Smoking also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device.

“Electronic Smoking Device” is defined as any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

**Procedure:**

In recognition that smoking does occur on campus, Carleton University provides tobacco smoking areas for smokers of tobacco in approved locations where exposure to second-hand smoke impacts are minimized.

1. Outdoor tobacco smoking areas must be located ten (10) meters away from building entranceways, operable windows, air intake vents, and loading docks.
2. Smoking areas may include seating and waste receptacles.
3. Tobacco Smokers are required to use the appropriate waste receptacles and to keep these spaces clean.
4. Day-to-day implementation and enforcement of the policy are the responsibility of the supervisor or the individual directly in charge of a given area or of an activity within an area. Campus Safety Services will assist with compliance as required.
5. Instances of non-compliance with this policy may be subject to disciplinary measures as follows:
  - a) Students who violate this policy may be ticketed and subject to discipline under the University’s Students Rights and Responsibilities Policy and possible ban under the Student and Visitor Trespass from Campus Property Policy.
  - b) Employees who violate this policy may be subject to tickets and/or further discipline, up to and including dismissal, in accordance with disciplinary policies and procedures and by terms of existing contracts of employment or collective agreements, where applicable.

- c) Contractors or visitors who violate this policy may be subject to tickets and may also be banned from further access to the University property for non-compliance under the Student and Visitor Trespass from University Property Policy.

**Roles and Responsibilities:**  
**University Community Members**

All Carleton University community members are required to comply with the policy, and take responsibility for a safe and healthy campus environment, and are encouraged to assist in ensuring smoking is only carried out in the appropriate areas.

**The Office of Risk Management (ORM)**

ORM is responsible for the policy, including auditing the process to ensure compliance with applicable legislation is maintained.

**Facilities Management and Planning (FMP)**

FMP is responsible for the provision and maintenance of smoking area waste receptacles, and any signage associated with smoking, use of electronic cigarettes, or designated smudging spaces on campus.

**Campus Safety Services (CSS)**

CSS is responsible to assist with compliance of the Policy and any applicable regulatory provisions. Every effort will be taken to resolve any complaints and to ensure compliance. An educational approach will be employed in enforcement of the Policy. If required, Campus Safety will escalate issues to the appropriate risk owners (Student Conduct for students, Human Resources for employees, FMP for contractors). In cases of repeat non-compliance, CSS may conduct ticketing and/or trespassing from campus as appropriate.

**Contacts:**

Executive Director, Office of Risk Management  
Director, Environmental Health and Safety  
Director, Campus Safety Services  
Associate Vice President (Facilities Management and Planning)

**Related Policies:**

Student's Rights and Responsibilities Policy  
Student and Visitor Trespass from University Property Policy  
Environmental Health and Safety Policy  
Environment and Sustainability Policy  
Healthy Workplace Policy  
Smudging at Campus Events or Gatherings Procedure