

## ***Protection from Secondhand Smoke and E-Cigarette Vapour***

<b>Reviewed Date</b>		<b>Number</b>	HS0110
<b>Revised Date</b>	January 24, 2018	<b>Approved Date</b>	May 24, 2006

### ***Introduction***

Secondhand smoke (SHS) is a significant health hazard and causes premature death and disease in people who do not smoke but are exposed to it. It is well established that there is no safe level of SHS exposure. E-cigarettes are a relatively new and quickly evolving technology. The full health effects, short-term and long-term, related to exposure to the vapour from e-cigarettes and vapour/smoke from similar products remains unknown and thus it is prudent to avoid exposure.

Simcoe Muskoka District Health Unit endeavors to provide, maintain and promote working environments that safeguard the health and welfare of its employees, students, and volunteers. Such environments are free from the harmful effects of tobacco and tobacco-like products including, but not limited to e-cigarettes and other smoked products. In addition, the Smoke-Free Ontario Act (SFOA) provides protection from secondhand tobacco smoke exposure for home health care workers. It is recognized that smoke-free environments protect health, and promote healthy role modeling to youth, and have a positive impact upon cessation efforts.

### ***Purpose***

The purpose of this policy is to provide Simcoe Muskoka District Health Unit (SMDHU) Board of Health members, employees, students, volunteers and client's protection from exposure to SHS and e-cigarette vapour in all SMDHU office environments and SMDHU property as stipulated in the OP0103 Smoke and Vape-Free Offices Policy. The purpose is also to protect Board members, employees, students and volunteers from Secondhand Smoke and E-Cigarette Vapour.

### ***Legislative Authority***

Ontario Health and Safety Act (1990)

Smoke-Free Ontario Act (2006)

### ***Policy Definitions and Interpretation***

**Employee:** includes all full time, part-time, contract, temporary, or casual staff

**Supervisor:** the person to whom the employee directly reports or in the absence of the direct supervisor, another management representative of the SMDHU.

**Secondhand smoke (SHS):** the smoke in the air generated by burning a tobacco, tobacco-like or similar products, or exhaled by a person using the product that is inhaled involuntarily or passively by someone who is not using the product. SHS may also refer to the smoke and

toxins that persist in the environment long after the burning has ended and is often referred to as third hand smoke.

***Environmental e-cigarette vapour:*** a visible exhalation, as vapour, fog, mist, steam, or noxious gas, diffused through or suspended in the air that is generated by the heating of a liquid, which may or may not contain nicotine, usually by an e-cigarette or vaporizer. The vapour exhaled by a person using the device is then inhaled involuntarily or passively by someone who is not using the product.

***Tobacco and tobacco-like products:*** any products containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, but does not apply to regulated products intended for use in tobacco cessation.

Common types of tobacco products include but are not limited to cigarettes, cigars, cigarillos, blunt wraps, beedies, shisha, chew, plug, snuff, and snus. Tobacco-like products also include electronic cigarette products but are not limited to electronic cigarettes, mods, cigars or pipes containing nicotine or not as well as cartridges of solution (whether or not they include nicotine) and all related products.

## ***Policy***

SMDHU abides by the Smoke-free Ontario Act (SFOA) which requires a smoke-free tobacco environment in enclosed workplaces.

SMDHU also provides secondhand smoke-free and e-cigarette vapour-free office environments for all Board members, employees, clients, volunteers, students and visitors.

SMDHU Board members, employees/students/volunteers will not expose anyone else to SHS or e-cigarette vapour while delivering service or otherwise performing their duties for SMDHU.

When delivering services in the community, all SMDHU employees/students/volunteers have the right to and will ask a person including family members, caregivers or any other person in the home/location at the time of the visit/service delivery, to refrain from smoking or vaping while in their presence when they are providing health unit services, regardless of where those services are being provided (i.e. client's home or public place).

When a person refuses to comply with the request not to smoke or vape while in their presence, employees have the right to leave a location due to the potential unsafe working condition related to exposure from SHS and e-cigarette vapour without providing further services, unless doing so would present an immediate, serious danger to the health of any person.

Managers/Supervisors will provide orientation to this policy for new employees and will ensure team members understand they are supported in taking actions as outlined in the parameters of this policy and procedure.

## ***Procedures***

Employees/Volunteers/Students providing client services in homes or other, including outdoor, locations:

When a prearranged appointment is made for service delivery:

1. During the initial contact with the client, the employee/student/volunteer will determine if the client or any other visitor or member of the household who may be present during the service delivery smokes or uses e-cigarettes/vapes. If there may be a person who uses these products present in the home, the client/and or that person will be requested to refrain from smoking or vaping immediately prior to and during service delivery as per the SMDHU policy HS0110 Protection from SHS and E-cigarette Vapour. The use of these products in the service delivery setting will be documented as a safety risk in the client's chart.
2. If, during the initial phone contact, the client states they are unable to comply with this request, alternatives will be explored such as rescheduling, seeking alternative sites and/or alternative community services.
3. If clients are not compliant with the policy during or before the visit:
  - a) The employee/student/volunteer will leave the premises unless doing so presents an immediate serious danger to the health of any person;
  - b) Services to the client may be re-scheduled
  - c) The employee will explore alternatives (including but not limited to alternative schedules, sites and other community services).
4. If the SMDHU employee/student/volunteer makes the decision to leave without providing services to the client, the employee/student/volunteer will implement the following procedure:
  - a) Notify their Supervisor/Manager within 30 minutes, or as soon as reasonably possible of the following and document actions taken:
  - b) That the worker has left;
  - c) Whether an appropriate person is present and available to care for the person to whom the SMDHU services were being provided or were to be provided, if applicable;
  - d) If the person to whom the SMDHU services were being provided or were to be provided would require SMDHU services in the next 24 hours;
  - e) In what situation the person was to whom the SMDHU services were being provided or were to be provided when the worker left, if applicable;
  - f) Whether there are any unusual circumstances and if so, what they are.
  - g) In cases involving service coordination, the employee/student/volunteer will notify appropriate agencies (where required/applicable) as soon as possible that the SMDHU service was not performed.
  - h) In cases of ongoing service disruptions, the employee/student/volunteer will work with the client to find viable solutions (change of location, etc.) to ensure that client needs are met.
5. In extenuating circumstances, should the SMDHU employee/student/volunteer make the decision to stay and provide services to the client and is exposed to SHS and/or e-cigarette vapour, the employee/student/volunteer must complete form HS0105F1

Potential or Existing Unsafe Workplace Condition and submit to their immediate supervisor.

6. If any SMDHU employee/student/volunteer is exposed to SHS and/or e-cigarette vapour during their work duties, they must complete form HS0105F1 Potential or Existing Unsafe Workplace Condition and submit to their immediate supervisor.

When a prearranged appointment cannot be made in advance of service delivery

7. Staff who may be required to enter locations where exposure to SHS and/or e-cigarette vapour may occur will:
  - a) Request that person refrain from smoking and/or vaping while SMDHU staff are present at a location for service delivery,
  - b) Complete service delivery at an alternative location without SHS and/or e-cigarette vapour exposure rather than remain in the exposed environment, if possible;
  - c) As appropriate, educate the client about the effects of exposure to SHS and/or e-cigarette vapour and assist in implementing strategies to make the location smoke-free/vapour-free;
  - d) Leave the exposed area without providing further service if the request not to actively smoke or use e-cigarettes is refused. In the event of a withdrawal of service, the employee/ student/volunteer shall notify their immediate supervisor to advise that they have left location.
  - e) Complete form HS0105F1 Potential or Existing Unsafe Workplace Condition and submit to their immediate supervisor.
  - f) If the SMDHU employee/student/volunteer makes the decision to stay and provide services to the client, the employee/student/volunteer must , if they are exposed to SHS and/or e-cigarette vapour, complete form

#### Supervisors/Managers

- Ensure that employees/volunteers/students are aware of this policy and adhere to it when providing delivery service or performing duties for SMDHU on and offsite.
- Provide annual reinforcement of this policy through team meetings for all employees currently and potentially exposed to SHS and/or e-cigarette vapour during their work duties.
- If HS0105F1 Potential or Existing Unsafe Workplace Condition form is received, meet with the staff person to determine if the policy procedures were followed.

#### All SMDHU Employees

- Employees are encouraged to notify persons attending events in SMDHU buildings of the OPO103 Smoke and Vape-Free Offices Policy.
- If visitors are observed using tobacco products or e-cigarettes by any employee, that employee shall inform the visitor of the OP0103 Smoke and Vape free Offices policy and request the visitor refrain use while on SMDHU property.
- Signs shall be kept posted at all entrances, stating that smoking and vaping is not permitted in the building or on the property.

Human Resources

- Track all incidences of staff exposure to SHS and/or e-cigarette vapour by submissions of HS0105F1 Potential or Existing Unsafe Workplace Condition forms to identify trends.

***Related Policies***

HS0101 Health and Safety Policy

HS0105 Injury on Duty

OP0103 Smoke and Vape-Free Offices Policy

HR0506 Access to Tobacco Product Cessation Supports

***Related Forms***

HS0105F1 Potential or Existing Unsafe Workplace Condition

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

January 24, 2018 – Policy Revised.

January 2013 – Policy Revised

September 2010 Policy re-numbered, previous number B2.140