| Non-Smoking | | |
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| **For Policy Office Use Only** | | |
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| **Approved By: Executive Team (Corporate)**<br>**Approval Date: Apr 7, 2026**<br>**Effective Date: Apr 7, 2026** | **Original Date: May 8, 2007**<br>**Revised Date(s): Oct 1, 2018, March 2026**<br>**Next Review Date: Apr 7, 2030** | **Version: 3** |
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| **Policy Sponsor: Chief Talent Officer** | | |
| **Policy Author: Director, Labour Relations & Healthy Workplace** (Gillian Bilton) **and Manager, Occupational Health and Wellness** (Kelly Hebert) | | **Dept: Talent Services** |
| **Scope/Impact:** All staff, medical staff, learners, volunteers, contractors, (herein noted as individuals) patients, families and hospital visitors (herein noted as patients and visitors). | | |
| **Keywords:** smoking | | |

# 1. Purpose

To create a smoke free environment at CHEO that is in compliance with the Smoke-Free Ontario Act (2017) and local By-laws.

In compliance with the province's Smoke-Free Ontario Act and Electronic Cigarettes Act, 2015, as well as City/Regional By-Laws, CHEO adopts the following policy respecting smoking, where smoking is defined as the carrying of a lighted cigar, cigarette, pipe or any other lighted smoking equipment, or the use of an e-cigarette, vaporizer or similar device. Smoking refers to the smoking or holding of lit tobacco or cannabis. Vaping refers to inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette, whether or not the vapour contains nicotine.

# 2. Policy

**2.1.** Smoking is a proven health hazard, both to the smoker and non-smoker. CHEO, a regional paediatric health care provider dedicated to the care of children and adolescents, is firmly committed to providing a healthy environment and ensuring that individuals and patients are not harmed by second-hand smoke.

**2.2.** While CHEO is required to be 100% smoke-free, it recognizes that the absence of a designated smoking-area may impose increased hardship on individuals who choose to smoke. As such, CHEO will provide support and assistance to individuals who wish to quit smoking with resources through Occupational Health, Safety and Wellness, the University of Ottawa Heart Institute, City of Ottawa and Employee and Family Assistance Program.

**2.3.** The smoking and vaping restrictions include inside all buildings of the hospital, all walkways and pathways leading to and the area within a 9 metre radius surrounding any entrance or exit to any Hospital facilities. Smoking is not permitted in any of the parking lots, including inside personal vehicles, nor in any parks on all CHEO sites.

**2.4.** Any individual or patients and visitors found to be smoking in the smoke-free areas may be charged with an offence under the Smoke Free Ontario Act. If convicted, the person could face a fine of up to $5000. Enforcement will be the responsibility of the City By-law officers and will be notified by Security in the event of non-compliance.

**2.5.** Any individual found to be smoking in the smoke-free areas may be disciplined, up to and including termination of employment and/or may result in the loss of privileges, as applicable.

**2.6.** Exemption – The prohibition on smoking tobacco and holding lit tobacco in any smoke-free place does not apply to:

2.6.1. An Indigenous person who smokes tobacco or holds lit tobacco for traditional Indigenous cultural or spiritual purposes.
2.6.2. A non-Indigenous person who smokes tobacco or holds lit tobacco, if the activity is carried out with an Indigenous person for traditional Indigenous cultural or spiritual purposes. (Refer to Smudging Standard Work)

## 3. Responsibilities

**3.1.** Individuals will:

- comply with the policy
- be expected to help enforce this policy if comfortable and appropriate by either asking those smoking on CHEO property to kindly make their way off-site, or by informing Security

**3.2.** Management will ensure individuals are familiar with the Policy and report non-compliance.

**3.3.** Talent Services will provide copies of the policy to all new individuals at time of hire.

**3.4.** Occupational Health and Wellness to support smoking cessation program awareness.

**3.5.** Facilities Management and Planning and Development will ensure appropriate signage is posted as per the Signage and Wayfinding Policy.

**3.6.** Security staff will advise anyone found smoking in a restricted area to comply with CHEO policy and the provisions of the Smoke-Free Ontario Act (2017) and direct them off CHEO property. There are no designated areas on CHEO sites.

## 4. Steps to Implement

**4.1.** As part of the Smoke Free Ontario Act individuals are not required to escort patients and visitors outside to smoke. Consistent with the CHEO's tobacco harm reduction approach, individuals can inform the patients and visitors of their option to receive counseling as well as nicotine replacement therapy, as appropriate. As per the Smoke Free Ontario Act, all individuals have the right to request that patients and visitors refrain from smoking when individuals are providing services in the patient's residence. Should the patient not wish to comply, individuals may alternatively meet with the patient in another location.

**4.2.** Enforcement: Individuals are expected to support a smoke-free environment. If a patient, visitor or other (i.e. contractor or individual) is witnessed smoking where smoking is prohibited, the following steps are to be followed:

4.2.1. Contact Security to manage the situation if further assistance is required,
4.2.2. If comfortable and appropriate, report patients and visitors in violation of this policy to their unit, team or program.
4.2.3. If deemed necessary local police enforcement may be called to assist in removing those who are not compliant or refuse to identify themselves. If appropriate, those contravening this policy will be reported to the City of Ottawa Tobacco Enforcement branch.
4.2.4. Ensure any lessee person(s) who is using the CHEO facilities under a contractual agreement is aware that if they are found to be in violation of this policy they may risk termination of their contract.

**4.3.** Homecare: Individuals who provide health care services in private homes have the right to ask a person not to smoke or vape in their presence while providing services. If the person refuses, the individual has the right to stop what they are doing and leave, unless doing so would present an immediate serious danger to someone's health. The individual who exercises this right must notify their leader within 30 minutes or as soon as reasonably possible:

4.3.1. That the worker has left;
4.3.2. Whether an appropriate person is present and available to care for the patient;
4.3.3. If the patient would require care in the next 24 hours;
4.3.4. In what situation the patient was in when the staff left; and
4.3.5. Whether there are any unusual circumstances and if so, what they are.

## 5. References

**Legislation & Regulations**

- Smoking in the Workplace Act, Bill 194
- Public Places By-law No. 123-92 (City of Ottawa)
- Work Place By-Law No. 122-92 (City of Ottawa)
- Smoke Free Ontario Act, 2017
- Electronic Cigarettes Act, 2015

## 6. Definitions

- **Cannabis product:** fresh cannabis, dried cannabis, cannabis oil, and cannabis plants or seeds. *Taken from Cannabis Act, 2017
- **Electronic Cigarette (e-cigarette):** A vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine. *Taken from Electronic Cigarettes Act, 2015.
- **Tobacco product:** tobacco in any form (processed or unprocessed) that may be smoked, inhaled or chewed, including but not limited to snuff, chewing tobacco, cigarettes, cigars, pipe tobacco, or snus. For the purposes of this policy, tobacco like products that produce smoke or vapor when in use, such as herbal cigarettes and incense will also be included under this definition.
- **Vaping:** inhaling and exhaling the vapour from an e-cigarette. Health Canada advises the public “not to purchase or use electronic smoking products, as these products may pose health risks and have not been fully evaluated for safety, quality and efficacy by Health Canada”.

## Version History:

| Date | Type of revisions | List of revisions |
|---|---|---|
| May 8, 2007 | New | |
| Oct 1, 2018 | Revisions | Update to policy |
| Nov 11, 2025 | Minor Revisions | Update to reflect legislation changes and provide further details for homecare. |