

MESSAGE TO THE COMMUNITY FROM VICE-PRESIDENT (FINANCE & ADMINISTRATION)

The health and safety of all members of the University community and the provision of a healthy, comfortable and safe environment are a primary concern to the University. Consistent with this objective, the University hopes, with the support of the community, to extend the scope of its existing smoking regulations by placing further restrictions on smoking within University buildings and ultimately creating a virtually smoke-free environment on campus.

To this end, during the latter part of 1986, a DRAFT University Smoking Policy was developed and submitted to the administration's Safety and Loss Control Committee. A decision was taken to publicize this draft widely to obtain input from all segments of the University. Two Open Forums (one at York and one at Glendon) have been organized to permit all those interested to make suggestions and state their concerns. An implementation committee chaired by Mr. Jonathan Tyson, Health and Safety Education Consultant, Department of Occupational Health and Safety, will be coordinating the response of the community to this DRAFT Policy and steering it through its various stages in an expeditious manner. Once this consultative process has been completed the draft will be amended as appropriate and referred to the President's Policy Committee for approval and adoption as University policy.

York, like other institutions, is trying to grapple with this important social issue in as democratic a manner as possible and hopes that the Smoking Policy when implemented will receive the broadest possible support from nonsmokers and smokers alike. I urge you to express your views either in writing to Mr. Jonathan Tyson by Monday, March 30, 1987, or in person at the Open Forums.

YORK UNIVERSITY DRAFT SMOKING POLICY

ALL MEMBERS OF THE YORK COMMUNITY ARE INVITED

to an Open Forum to discuss the DRAFT University Smoking Policy. Representatives from the Department of Occupational Health and Safety and the Canadian Cancer Society will be present to discuss your concerns and answer your questions.

**York Campus: Wednesday, March 25, 1987
12:30-1:30 p.m., Senate Chamber**

**Glendon Campus: April 2, 1987
12:30-1:30 p.m., Senate Chamber**

NOTE: The normal lunch hour will be extended by an hour (12:00 noon-2:00 p.m.) to enable all members of the community to participate.

I. PREAMBLE

A. Cigarette smoking is a leading cause of death and disability in Canada, and it has also been shown that nonsmokers with heart or lung disease can experience distress when exposed to secondhand smoke. There is also evidence that secondhand smoke is not only an unpleasant experience for nonsmokers but can also cause distress to allergic individuals, and others with medical problems. Long-term exposure to secondhand smoke may also increase a nonsmoker's risk of developing lung disease.

In addition to the effects of tobacco smoke on the body, smoking also increases the risk of damage and fire.

B. This policy addresses three major areas of concern:

1. The personal health of smokers in terms of disability and death.
2. The effect of secondhand smoke on nonsmokers in terms of unpleasant experience, the aggravation of existing medical conditions with the associated distress this causes, and the probability of such smoke causing disease in healthy nonsmokers.
3. The fire and safety hazards associated with smoking.

C. The health and safety of all members of the University community are of primary concern to the University, and the intent of this policy is to provide the community with a more healthy, more comfortable, and safer environment by extending the scope of the University's existing smoking regulations by placing further restrictions on smoking that will create a virtually smoke-free environment on campus. In taking this step, the University is reflecting current trends in legislation and in society as a whole, and considers it appropriate that, as a university, we should demonstrate leadership in a social issue of this nature.

D. SMOKE-CESSATION PROGRAMMES

In the interests of the health of smokers, the University is introducing a subsidy to aid smokers to participate in any one of a number of smoke-cessation programmes approved by the University. The subsidy will consist of a one-time-only reimbursement of up to \$xxx to any individual who has participated in a smoke-cessation programme and has been successful in stopping smoking for a period of at least six months from the completion of the course.

Details of approved courses may be obtained from the Assistant Director, Department of Occupational Health and Safety.

E. To provide a period during which the community is given time to adjust to the transition to a smoke-free environment, this policy will be implemented in the three phases outlined below.

These three phases will be preceded by a period in which the policy will be applied to the East Office Building over a period of x months. This pilot application will permit any necessary adjustments to be made to the policy before it is introduced in the rest of the campus on xx xx xxxx.

II. IMPLEMENTATION

A. PHASE I

1. SMOKE-FREE AREAS

During Phase I smoking is prohibited in certain areas of the University's buildings, including classrooms, lecture and seminar rooms, laboratories, theatres and areas used as theatres, storage areas, library reading and stack rooms, gymnasiums, shop and service areas, elevators, stairs, and any other areas where No Smoking signs are displayed. With some changes, these areas are those listed in the existing University policy on smoking (*York Handbook*, 1984, p. 70, #36, *Smoking Regulations*). In addition, under Phase I of this policy, smoking is prohibited in all service lines (including those at Green Machines), escalators, all rooms used for meetings, and reception and counter areas. The application of the policy to office areas is given at (2) below.

It will be appreciated that, in an institution as big as York, an exhaustive list of prohibited areas is virtually impossible without resorting to self-defeating detail. For this reason, during Phase I it may be necessary to amend the list given above by placing No Smoking signs in areas not specifically mentioned in the list.

2. OFFICES

The inequity of having one standard for "shared" or "open" offices, and another for so-called "private" offices will be appreciated. During the transition period of Phase I, however, it is not possible to achieve complete equity, and, as a purely interim measure, the following regulations will apply.

a) In "open" or "shared" offices (in which two or more people work in an area or room that has no internal subdivisions of ceiling height) supervisors will make every reasonable effort to separate the work stations or desks of smokers from those of nonsmokers, taking advantage of air flow, ventilation, and, any existing physical barriers that may assist in the process.

b) In so-called "private" offices with single occupancy which have a door(s) that effectively seals the office off from a corridor or other adjacent space, the occupant may, for the duration of Phase I, elect to designate the office a "smoking area," or a "smoke-free area." If the designation is "smoking," the occupant should refrain from

smoking when a nonsmoking employee or visitor is in the office, and ensure that the door(s) to the corridor or other adjacent space is completely closed when any smoking takes place in the office. It should also be noted that any nonsmoking employee or visitor may request that no smoking take place while they are in the office.

In "private" offices shared by two or more people which are sufficiently large and/or of a configuration that permits the separation of smokers and nonsmokers, as in 2(a) above, every reasonable effort should be made to separate smokers from nonsmokers, taking advantage of airflow, ventilation, and any physical barriers that may assist in the process.

If the size or configuration of a "private" office with multiple occupancy is such that effective rearrangement is not possible, it may be designated a "smoking area" during Phase I if all the occupants are smokers, and wish the office to be designated as such. If, however, any occupants (smokers or nonsmokers) wish to have the office designated a smoke-free area, then in the interests of the health of those making the request it shall be designated as such.

B. PHASE II

1. In Phase II, the provisions of Phase I remain in force, but with a change in those concerning office space; the introduction of regulations governing restaurants and pubs; and the establishment of areas in which smoking is specifically permitted and which have signage to that effect. The phase represents an extension of smoke-free areas to include virtually all University space which is occupied or used on a day-to-day basis.

Some of the provisions of Phase II are necessarily of an interim nature because of the scarcity of University space, and of the funds that can be allotted to alterations in existing structures and air circulation systems.

2. OFFICES

As part of the general extension of the University's smoke-free areas in Phase II, smoking is prohibited in all office space, whether "open," shared, or "private."

3. RESTAURANTS, PUBS, AND SPECIAL FUNCTIONS

The application of a University smoking policy to restaurants and pubs is complicated by the interpretation of municipal by-law legislation concerning these areas. Suitable University regulations will be introduced when an interpretation is completed. Regulations will also be formulated for special functions involving visitors to the campus, with others for guest accommodation and University residences.

4. SPECIAL SMOKING AREAS

Air purifiers cannot make a smoke/air mixture non-toxic and smoke cannot be fed into a conventional air circulation system without toxic elements being fed from the

source of the smoke into nonsmoking areas. The only remedy is to vent the smoke/air mixture from a smoking area directly to the outside atmosphere. This technique, which can require extensive alterations to an existing air circulation system, can be very expensive.

Because of the expense, the establishment of smoking areas or rooms that have no effect on other areas must necessarily be a gradual process, which under this policy is reserved for Phase III. For Phase II, however, a survey will be made and areas and/or rooms in which smoking is permitted will be established. For the financial and structural reasons given above, such areas established in Phase II may have to be changed in Phase III.

C. PHASE III

In Phase III, the provisions of Phase I and Phase II remain in force, with the extension of the smoke-free area of the University to include all University space with the exception of special smoking areas equipped with their own exhaust systems, and those areas in restaurants and pubs that may be designated smoking areas when the interpretation of existing legislation is complete. The areas in which certain social functions, and space used by guests, may also be designated smoking areas. In this phase, the University will become essentially smoke-free.

III. RESPONSIBILITIES

A. The ultimate, formal responsibility for implementing and enforcing this policy is delegated by the President through the Vice-President (Finance and Administration) to the Department of Occupational Health and Safety in the Department of Physical Resources. However, the size of the University and the nature of its activities make it inevitable that, in practice, day-to-day implementation and enforcement is the responsibility of the individual directly in charge of a given area or of an activity within an area. Thus, a classroom is the responsibility of the member of faculty who is teaching in it; a departmental area (academic or administrative) is the responsibility of a chair or director; a gymnasium that of an instructor. The Departments of Occupational Health and Safety, and Security and Parking Services can assist in the implementation of the policy, but it is only by the full cooperation of every member of the community that it can be made to work effectively.

B. This policy has been introduced in the interests of the health of all members of the University community and any member of the community who feels that his or her health is being endangered by any individual who persists in smoking despite the provisions of this policy should report the incident to the Assistant Director, Department of Occupational Health and Safety, in the Department of Physical Resources. The Assistant Director will then draw the matter to the attention of the individual identified, and/or to his or her department supervisor, Director, or Chair, as seems appropriate, and request that the provisions of the policy be observed.

ADVISORY COMMITTEE ON THE IMPLEMENTATION OF THE YORK UNIVERSITY SMOKING POLICY

MEMBERSHIP: Jacques Aubin-Roy, Glendon College; Gerard Blink, C.Y.S.F.; Joan Chaplain, Department of Occupational Health & Safety (Secretary); Don Dawson, Department of Physical Plant; Bruce Dugelby, P.&M.; Irmgardt Duley, Department of Personnel Services; Celia Harter, Y.U.S.A.; Tony Loftus, C.U.P.E.; Larry Lyons, C.U.E.W.; James McMillan, I.U.O.E.; Billie Mullick, Office of the Vice-President (Finance & Administration); Robert Ryan, Y.U.F.A.; Jonathan Tyson, Department of Occupational Health and Safety (Chair); Claude Williams, U.P.G.W.A.; Peter Wood, Department of Personnel Services.