



Policy Code – Version: H12 – V1	
Policy Name: Smoke-Free Workplace	
Approved by motion of Board on	18/10/2010
Cross Reference T14 - Transportation Services	
Related Forms Occupational Health and Safety Act; Smoke-Free Ontario Act; City of Ottawa By-law 2001-149	

Policy Statement

1. The Ottawa Student Transportation Authority shall comply with the Ministry of Health Regulations regarding smoking and shall prohibit the smoking of tobacco at all times in all buildings, including schools, offices, administrative buildings, warehouses, and other facilities, as well as in any OSTA-owned vehicles and any vehicle contracted for the transportation of students to and from school.
2. The Ottawa Student Transportation Authority accepts that second hand smoke is a nuisance because of its irritating and discomforting properties and is a health hazard because of its impairment adverse effect and risk to the health of residents, students, and employees.
3. Smoking on contracted vehicles or within nine (9) meters of any entrance to contracted school bus and/or small vehicles shall not be permitted.
4. Students travelling on contracted vehicles who violate this policy shall be subject to disciplinary action in accordance with procedures established by member school boards, in consultation with the General Manager of the Ottawa Student Transportation Authority.
5. Contracted service providers who violate (or whose employee or sub-contractor violates) this policy shall be subject to disciplinary action as required under procedures established by the contracted service provider, in consultation with the General Manager of the Ottawa Student Transportation Authority.
6. Ottawa Student Transportation Authority staff who violate this policy shall be subject to disciplinary action as determined by the General Manager.

Procedure

1. Smoking is prohibited at all times on or in all property occupied or held by the Ottawa Student Transportation Authority, including in private vehicles parked on owned or leased property and during any Ottawa Student Transportation Authority-related activities held outside of the Ottawa Student Transportation Authority offices.
2. Leases entered into or held by the Ottawa Student Transportation Authority shall include a provision banning smoking on Ottawa Student Transportation Authority property.
3. Transportation service contracts held by the Ottawa Student Transportation Authority shall include a provision banning smoking on contracted vehicles or within nine (9) meters of any entrance to contracted school bus and/or small vehicles transporting students of member school boards to or from school.
4. In support of this policy, the General Manager will:
 - a) Ensure that the Ottawa Student Transportation Authority and its employees abide by and are in compliance with established policies and procedures for any rental property occupied by the Ottawa Student Transportation Authority or its employees;
 - b) Ensure that no person will smoke or hold lighted tobacco inside an Ottawa Student Transportation Authority building, structure, office, company vehicle or conveyance or contracted vehicle;
 - c) Ensure that areas permitted as designated smoking areas on outdoor administration building property do not have a roof or two or more walls, have appropriate signage, that the areas are properly cleaned and maintained and such areas are not within nine (9) meters of any entrance to the building;
 - d) Ensure all entrances have prescribed no-smoking signage;
 - e) Ensure that no ashtrays or similar equipment remain in any enclosed space;
 - f) Ensure that persons who refuse to comply are requested to leave the facility.