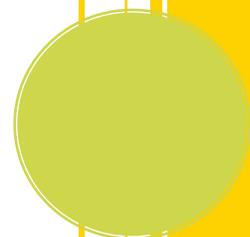


SUPPORTING TOBACCO AND SMOKE-FREE WORKPLACES AT McMASTER UNIVERSITY

Toolkit for Leaders



Supporting Tobacco and Smoke-Free Workplaces at McMaster University

Toolkit for Leaders

On January 1, 2018, McMaster University will adopt a 100% tobacco and smoke-free campus. Several university areas are already smoke-free and have been for many years. These include university buildings and vehicles as well as public spaces such as sport fields and related structures. Hospitals and hospital grounds, where many employees and students work and learn, are also already 100% smoke-free. The expansion to a tobacco and smoke free campus is the University's ongoing effort to support a healthy, productive, respectful environment in which to work, learn, and live.

A cross-campus group is responsible for planning the implementation of the tobacco and smoke-free University. The group includes representation from students, faculty, staff and other key partners such as bargaining unions, Hamilton Public Health and others.

McMaster 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 such, exemptions to the policy will be granted to McMaster University community members, upon request, for the burning of these medicines as part of Indigenous cultural and spiritual practices.

Once adopted, the use of tobacco and all oral smoking devices will be prohibited on any land boundary owned and controlled, or leased, by McMaster University, inclusive of buildings, learning places, public places, and workplaces. This prohibition will support McMaster University's attempts to eliminate all exposure to smoke products and second-hand smoke.

McMaster supports a healthier campus for all by adopting a tobacco and smoke-free policy effective January 1, 2018.

To prepare for the tobacco and smoke-free campus implementation, an awareness and education campaign will inform the community about the new designation and its implications for campus members and visitors to campus. A [website](#) was launched on September 18, 2017. Included on the website, is an FAQ section and access to a list of available tobacco cessation resources.

As the initiative proceeds toward implementation, support from leaders will help inform the campus community about the goal and rationale of the new policy. This Toolkit for Leaders has been developed to assist leaders with responding to questions and concerns and to provide appropriate resources and support to their team members.

Preparing your team for the tobacco and smoke-free campus

As McMaster begins to implement a tobacco and smoke-free campus, you may need to respond to a variety of questions from employees. Below are some common questions, myths, answers and facts that may help you address these questions.

Why has McMaster decided to adopt a Tobacco and Smoke-Free Campus?

As a leader in evidence-informed research, McMaster University is committed to providing a healthy environment in which to live, learn, work and play. McMaster's strong commitment to creating a healthier society is demonstrated by the signing of the [Okanagan Charter](#). Adopting a tobacco and smoke-free campus, supports University's commitment and strategic priorities.

What does a Tobacco and Smoke-Free Campus mean?

McMaster's Tobacco and Smoke-Free Campus prohibits the use of tobacco products and smoking such as cigarettes, cigars, cigarillos, mini-cigars, pipes, water pipes, hookah, and shisha on any University property. It also includes the use of electronic smoking devices which create an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device. This definition does not include emissions from University approved-for-use equipment, e.g. smoke machines, approved pyrotechnics.

Does the policy include Indigenous traditional and sacred medicines?

McMaster 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, 2006.

The Burning of Sacred Medicines is permitted within both the L.R. Wilson Hall Indigenous Studies Ceremonial Room and the McMaster Indigenous Circle. Exemptions for other areas of campus will be granted by Environmental and Occupational Health Support Services (EOHSS) 'Procedure for Burning Sacred Medicines', which is available on the EOHSS website. The purpose of this procedure is to support a campus environment that is inclusive and welcoming while ensuring that the burning of these medicines is conducted safely and in compliance with all applicable legislation and standards.

To whom does the Tobacco and Smoke-Free Campus apply?

The Tobacco and Smoke-Free Campus applies to all members of the university community (Community Members) including, but not limited to: students (graduate, undergraduate, and continuing education), staff, faculty, postdoctoral fellows, adjunct professors, visiting professors, sessional faculty, teaching assistants, clinical faculty, librarians, medical residents, volunteers, visitors, observers, contractors, and institutional administrators and officials representing McMaster University.

Does the Tobacco and Smoke-Free Campus extend to other McMaster University-owned property outside of the Hamilton campus?

The Tobacco and Smoke-Free Campus Policy applies to all land boundaries owned by McMaster University, inclusive of buildings, learning places, public places, and workplaces. Those who wish to smoke or use tobacco or oral smoking devices are required to leave McMaster property.

Can employees smoke in their personal vehicle while on McMaster University property? What about University vehicles?

Smoking is prohibited on McMaster property and, therefore, tobacco use and smoking are not permitted inside or outside of any vehicles while parked on McMaster property.

Smoking in University vehicles has been prohibited for several years, and remains so under the proposed Policy and in compliance with the Smoke-Free Ontario Act.

What about football games, outdoor concerts, or other public events on campus?

All events occurring on McMaster property are subject to the Tobacco and Smoke-Free Campus Policy. This includes, but is not limited to, athletic events, concerts, theatre performances, exhibitions, meetings, conferences, weddings, etc. The Tobacco and Smoke-free Campus Policy applies to anyone entering the University property for any reason.

Smoking on any publicly owned sport field or surface, including those that are owned by a post-secondary education institution is also prohibited under the Smoke-Free Ontario Act and will remain so under the proposed policy. Examples include areas such as baseball, soccer and football fields at McMaster University.

How will new students and employees be advised that McMaster's campus is tobacco and smoke free?

There will be signage, communication and information available on McMaster's website. New employees and students will be informed of their obligations during recruitment and orientation.

Are students, staff, faculty, volunteers and visitors expected to quit smoking or using tobacco?

No, the University does not mandate people to quit smoking or stop using tobacco products. The University is dedicated to supporting those who want to manage their tobacco use and those who choose to quit using tobacco products. Tobacco cessation resources for students, staff, faculty and the public are available on the [Tobacco and Smoke-Free Campus website](#).

Am I required to accommodate staff and faculty who allege an addiction as a disability under the Ontario Human Rights Code? What do I need to consider in such a circumstance?

The University is committed to taking necessary steps in order to support and accommodate staff and faculty to meet their individual work and learning responsibilities while maintaining our commitment to a tobacco and smoke-free workplace. Accommodation for those who smoke does not necessarily mean the continued and unrestricted ability to smoke on University property.

The University's [Policy on Workplace Accommodation](#) and the [Guide and Procedures on Workplace Accommodation](#) provide guidance about the purpose of accommodation in the workplace, the process for seeking accommodation, the information required to establish an accommodation and the steps required to identify alternative options. Please contact the appropriate University representatives to engage in the accommodation process and to explore alternatives with staff and faculty as may be appropriate to the individual circumstances.

How will the University respond to requests from employees who use medical marijuana to treat health conditions?

The University has a duty to accommodate employees with disabilities. The University must also take every reasonable precaution to ensure the safety of the workplace and will be obligated to prohibit situations that jeopardize the health and safety of employees while on the job; for example, an employee will not be permitted to be cannabis-impaired at work.

When in receipt of an accommodation request, the University will engage the processes outlined in the [Guide and Procedures on Workplace Accommodation](#), as it does for all employees with disabilities. These measures may include implementing alternative scheduling or assignments; or altering the employee's duties, etc. As with other accommodation requests, the University may request medical information from the employee's doctor, or seek the assistance of an independent medical examiner where there are questions about the employee's fitness for duty when using medical marijuana, and what will be appropriate accommodation.

For further inquiries please [contact Employee Health Services](#).

I know someone on campus who wants to quit smoking. Where can they get help?

We know quitting smoking is a process that doesn't happen the same way for everyone. [Best practices indicate](#) that smoking cessation is most successful with a combination of support, coaching and medications. Staff, faculty and students can all access supports through campus wellness programs, by speaking with their personal health-care provider or accessing community programs such as the free Smoker's Helpline (1-877-513-5333) or website: www.smokershelpline.ca. For a full list of supports, visit McMaster's Tobacco and Smoke-Free Campus website.

Am I required to give employees who smoke extra break time so they can leave campus to smoke or use tobacco products?

No. Employees are entitled to certain break periods outlined in their respective collective agreement, or the Employment Standards Act, as applicable, and smokers and tobacco-users are not entitled to additional break time.

At the discretion of the manager, release from work hours may be given to participate in McMaster-sponsored smoking cessation support workshops. For further inquiries, please [contact Employee/Labour Relations](#).

What will happen if someone smokes or uses tobacco while on McMaster property?

Smoking is prohibited while on McMaster property. There will be phased-in enforcement of the tobacco and smoke-free designation beginning in January 2018. For the first few months, anyone found in contravention of the tobacco and smoke-free campus will be asked to refrain from smoking or using tobacco and will be referred to a smoking cessation program or given information about how to access supports and resources. Future enforcement will include follow up by Security Services through Human Resources, Office of the Provost or Student Affairs as appropriate, or issuance of a University violation notice.

Who do I contact if I have questions or feedback about the tobacco and smoke-free campus initiative?

Prior to implementation of the Policy, general questions and feedback about the initiative may be directed to smokefree@mcmaster.ca. For concerns related to compliance issues, please contact Security Services at ext. 24281 and for concerns related to signage or smoking-related refuse, contact Facility Services at ext. 24740.

If you have questions about employee specific matters, please contact Employee Health Services and/or Employee Labour Relations.

What do I do if I see someone smoking on campus?

It is our hope that everyone will recognize and respect the goals of this initiative. During the initial implementation stage, we expect there to be a learning period while community members gain awareness about the changes implemented. The best initial approach is a direct, courteous reminder to the person and a request to refrain from smoking on campus.

As we acclimate to the terms of the Policy and become more aware of campus boundaries, it is important to remain courteous and respectful when reminding members of the University community (an employee, visitor, student, alumni, contractor) about the University's Tobacco and Smoke-Free Campus Policy. We expect all members of the University community to support one another and treat each other with dignity and respect.

Keep the “SMOKE” acronym in mind any time you choose to approach someone who is smoking or using tobacco products in violation of the Policy.

S: “Smile”. Introduce yourself.

M: “Make” the assumption that the person doesn’t know the Policy.

O: “Offer” resources for tobacco cessation.

K: “Kindly” remind the person of the Policy.

E: “Enforce” the policy. Ask the person to stop using tobacco or smoking devices on campus.

If there is a persistent problem, or you are uncomfortable dealing the situation, contact Security Services at ext. 24281.

How were the needs and perspectives of diverse groups on campus considered?

Many actions were taken to ensure as many groups as possible were represented during the planning and implementation processes, and to provide a mechanism for groups to voice their ideas and concerns. Between Spring and Fall of 2017, meetings were held with many campus and community partners; including different official university committees and groups, registered student clubs, various student and employee union groups, university leaders and community stakeholders. These meetings:

- informed members of the campus community about how the decision to become tobacco and smoke-free occurred;
- provided information about the implementation process; and,
- solicited input to help make the process as collaborative as possible.

Cessation Resources for McMaster Faculty and Staff

Homewood Health Program

The Homewood Health Plan Smart Tobacco Cessation Program empowers you with the information and support you need to help you quit and remain tobacco-free. A personal coach will help make it simple to start and guide you step-by-step. The program addresses the psychological and physical dependence and creates a foundation for successful behavior change.

<http://www.workingatmcmaster.ca/link.php?link=healthy-workplace:ee-supports-and-family>

Workplace Wellness Supports for McMaster Employees

Visit the website dedicated to supports, initiatives and tools for McMaster faculty and staff.

<http://www.workingatmcmaster.ca/healthy-workplace/index.php>

Community Cessation Resources

Smoker's Helpline

For news, tips and to be in touch with those who have quit, are trying to quit, or are supporting others.

www.smokershelpline.ca

The Lung Association

Before you set your quit date you need to prepare. Take time to think about when, where, and why you use tobacco. If you understand your habits and triggers, you'll have a better chance at success.

<https://www.lung.ca/lung-health/smoking-and-tobacco>

Sun Life Health Benefits

Between May 1, 2017 and December 31, 2018 McMaster University has added coverage for employees eligible to participate in the Sun Life Extended Health Benefits:

Products to help a person quit tobacco that legally require a prescription, up to a lifetime maximum of \$500 for each person.

Employee Health Services

If you would like to discuss the resources and supports further, please contact the University's Occupational Health Nurses at ext. 20310 or ext. 20309.

Hamilton Public Health

Hamilton Public Health Services – Telephone Service – Tobacco Hotline
905-540-5566

<http://www.hamilton.ca/public-health/clinics-services/quitting-smoking-clinics-programs>

Leave the Pack Behind (for 18 – 29 year olds)

Leave The Pack Behind (LTPB) is a tobacco control program funded by the Ministry of Health and Long-Term Care that offers free, proven quit-smoking resources created specifically for young adults 18 – 29 years of age. LTPB operates on all post-secondary campuses and in the community.

<https://www.leavethepackbehind.org>

STOP Program

The STOP Program is a province-wide initiative that delivers smoking cessation treatment and counseling support to eligible Ontario smokers who wish to quit smoking. The STOP Program has provided free smoking cessation medication and counselling support to over 100,000 Ontarians who wanted to quit smoking.

<https://www.nicotinedependenceclinic.com/English/stop/Pages/Home.aspx>

Good Shepherd Breathe Easier

For individuals with a mental health diagnosis, the Good Shepherd offers up to 26 weeks of free Nicotine Replacement Therapy (NRT) and weekly group sessions.

Telephone: 905-528-3655

De Dwa Da Dehs Nye>s Aboriginal Health Centre

For persons who identify as having an indigenous background, the De Dwa Da Dehs Nye>s offers up to 26 weeks of free NRT and group support.

<http://aboriginalhealthcentre.com/>

Hamilton Public Health

For persons who are pregnant or breastfeeding/chestfeeding, or anyone interested in education sessions and free nicotine patches, Hamilton Public Health Services offers a 5-week course of nicotine patches.

Telephone: 905-540-5566 ext.1

Nicotine Dependence Clinic

The Nicotine Dependence Clinic offers several specialized outpatient treatments for anyone who wants to quit or reduce their tobacco use. This clinic offers assessment, medical consultation, group counselling and medications to quit/reduce smoking. The clinic provides service to clients with concurrent substance use and/or mental illness as well other medical conditions.

http://www.camh.ca/en/hospital/care_program_and_services/addiction_programs/Pages/Tobacco-Addiction-Treatment-Clinic.aspx

Tobacco Addiction Recovery Program (TARP)

For individuals with a Mental Health diagnosis offers up to 26 weeks of free NRT and weekly group sessions.

Telephone: 905-522-1155 ext. 36407

Centre de santé communautaire

For individuals seeking service in French, the Centre de Santé Communautaire offers up to 26 weeks of free NRT and counselling.

<http://www.cschn.ca/>

Your Local Pharmacist

Individuals on Ontario Drug Benefit (ODB) can receive 12 weeks of 'Champix' or 'Zyban' at no cost each year.

How can you prepare your team for the tobacco and smoke-free campus?

- Ensure your team is aware of [the initiative](#) and proposed timelines.
- Answer questions they have by becoming familiar with the information in this toolkit.
- Re-emphasize and refer individuals to the [resources](#) that are available to employees who may wish to quit smoking or manage their tobacco addiction.
- Support team members during the quit process by gathering [more information](#) about how to help. Download the helpful guide, 'If you want to help a smoker quit', or call Smoker's Helpline at 1-877-513-5333.
- Encourage your team to support one another through the implementation phase.
- Contact the Homewood Health [Key Person Advice Line](#) to discuss your team's concerns and how you can best address them.
- Contact [Employee/Labour Relations](#) for further support related to any ongoing issues.

Questions regarding the tobacco and smoke-free campus policy should be directed to smokefree@mcmaster.ca.