

University of Manitoba

GOVERNING DOCUMENTS: STAFF

PROCEDURE:	CLEAN AIR
Effective Date:	April 25, 2006
Revised Date:	
Review Date:	April 25, 2016
Approving Body:	Administration: President
Authority:	Policy: Health and Safety
Implementation:	President: delegated to Vice-President (Administration)
Contact:	Executive Director of Human Resources
Applies to:	Board of Governors members, Senate members, Faculty/School Councils, Department Councils, Students, External Parties: Contractors and Visitors, All Employees

1.0 Reason for Procedures

To set out Procedures secondary to the Policy Health and Safety to protect the health and safety of members of the University community by restricting the extent to which smoking is permitted on University property and the extent to which exhaust fumes may be released near buildings.

2.0 Procedures

2.1 The University will take steps to ensure that the quality of air for employees and students is maintained at a safe and comfortable level as far as is practicable.

2.1.1 Smoking is a serious health hazard and the University of Manitoba reserves the right to prohibit smoking within its facilities and on its premises for reasons of public safety, and the protection of environmentally sensitive materials.

2.1.2 Visitors, students and staff are not permitted to smoke in any of the following:

- a) Universities buildings, or portion thereof; including buildings or facilities leased to others; and
- b) fleet of vehicles leased to, under the control of or owned by the University.

2.1.3 Smoking is prohibited within eight (8) meters or twenty-five (25) feet of any building entrance on the Fort Garry campus. In circumstances where 8 meters is not effective in controlling the migration or re-circulation of smoke into buildings, additional measures may be taken, including extending prohibited distances.

2.1.4 In conjunction with the policy for the Health Science Centre, smoking is prohibited on any property owned or under the control of the University of Manitoba at the Bannatyne Campus.

2.1.5 The University will designate through signage "No Idle Zones" around buildings, entrances and air intake sources on campus. Vehicles and motors shall not be permitted to exhaust fumes into the air in these "No Idle Zones".

2.2 Enforcement

2.2.1 It is the University's intent to maintain a clean air environment through a spirit of cooperation, mutual respect and understanding.

2.2.2 Complaints about a breach of this Procedure by staff should be directed in writing, to the staff member's supervisor or in the case of a breach by students, to the Office of Student Affairs. It shall be the responsibility of the supervisor or the Office of Student Affairs to direct the employee or student to comply with the Procedure. Complaints about a breach of this Procedure by visitors or the public may be directed to Security Services.

2.2.3 Repeated failure to comply with this Procedure will result in disciplinary action in accordance with the appropriate collective agreement or University policy.

2.3 Smudging and Pipe Ceremonies

2.3.1 Smudging is an Aboriginal tradition which involves the burning of sweetgrass, sage and/or cedar. Sage smudge produces a very strong and distinct aroma but the smoke associated with it is minimal and lasts a very short time. Sweetgrass has a very mild aroma and produces even less smoke than sage. A smudge is burned primarily for purification and to help create a positive mind set. Tobacco is used in pipe ceremonies by a pipe carrier.

2.3.2 Under the Province of Manitoba's "The Non-Smoker's Health Protection Act" smudging and the use of tobacco in pipe ceremonies are permitted. The University of Manitoba has recognized that smudging and pipe ceremonies are a part of the Aboriginal traditional way of life and are therefore permitted on campus.

2.3.3 In order to reduce the number of inquiries regarding the smell of smoke in buildings a notification email and phone number has been set up to contact when smudging and/or pipe ceremonies are to occur in areas other than those previously designated as permanent smudging/pipe sites.

2.3.4 While it is not always possible to notify all concerned in advance, the procedure that follows will ensure that the Aboriginal Student Centre has been informed and the room in which the ceremonies are taking place will be identified in advance.

2.4 Permanent Smudging, Pipe Ceremony Location Procedures

2.4.1 Prior to using a smudge/pipe the location for the ceremony shall have been examined by Physical Plant for ventilation, smoke alarms, etc and the Aboriginal Student Centre (474-8850) shall be advised.

2.4.2 Once a location has been designated as a permanent smudging/pipe location, an approved sign shall be placed on the door to the room. The sign shall indicate that the room is a permanent smudging /pipe ceremony location and provide central contact numbers.

2.4.3 A list of pre-approved sites will be available from the Aboriginal Student Centre.

2.4.4 In order to help facilitate support and understanding from co-workers when designating a permanent smudging/pipe location, education sessions should be organized and delivered through the Aboriginal Student Centre.

2.4.5 Whenever a smudge has taken place, the Aboriginal Student Centre shall be notified.

2.5 Occasional Smudging, Pipe Ceremony Location Procedures

2.5.1 The Aboriginal Student Centre shall be provided forty-eight (48) hours notice whenever a smudge will occur.

2.5.2 A sign shall be posted on the door of the room where the smudging/pipe ceremony is being held. Signs are available from the Aboriginal Student Centre. The sign shall include the University's logo, and shall show the date and time that the smudge/pipe ceremony will be held. Once the aroma of the smudge/tobacco has dissipated, the sign shall be removed.

3.0 Accountability

3.1 The University Secretary or the President is responsible for initiating a formal review of these Procedures.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is April 25, 2016.

4.2 In the interim, these Procedures may be revised or rescinded if:

(a) the Approving Body deems necessary (or the President deems necessary where the approving body is the Administration);

(b) the relevant Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 These Procedures supersede the following:

(a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;

(b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;

(c) Administrative Bulletin #86 (dated July 1, 2004).

6.0 Cross References

Cross referenced to:

Policy: Health and Safety