

# **Administrative Procedure 413**

## **Human Resources**

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### **SMOKE-FREE ENVIRONMENT**

#### **BACKGROUND**

The charter board recognizes that smoking by students, staff and other persons using Westmount facilities is not conducive to maintaining a healthy environment.

This administrative procedure applies to:

- employees of the charter board;
- contractors (a person, company or organization external to the charter board who are hired to provide services);
- students; and
- visitors.

The principal is responsible for the implementation of this administrative procedure.

#### **PROCEDURES**

All facilities and property owned and operated by the charter board are smoke-free environments. This includes parking lots, playgrounds and fields.

Cross Reference: AP-136 Occupational Health and Safety  
Date of Adoption: September 22, 2016  
Date of Revision: October 3, 2019  
Due for Review: January 3, 2023