



PERSONAL ATTENDANT CARE INC.

1650 DUNDAS ST. E. SUITE 200
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Operational Procedure Number 4.10

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DEPARTMENT		Occupational Health and Safety
SUBJECT		Smoking
APPROVED BY (signature)	CHIEF EXECUTIVE OFFICER	<i>V. Carter</i>
APPROVED DATE		June 15,2009
REVIEWED BY		Health and Safety Committee
REVIEW DATE		June 15,2009

OPERATIONAL PROCEDURES

Preamble

Tobacco smoking is the leading cause of premature death and disability in Canada. There is also medical evidence which indicates that exposure to second-hand smoke is hazardous to health and can cause disease in healthy non-smokers. Personal Attendant Care Inc. is committed to providing a safe and healthy environment for its employees, students and volunteers and promotes compliance with Provincial and Municipal Regulations. Personal Attendant Care Inc. adheres to and is in compliance with the Ontario Smoke Free Act.

Procedures

1. Smoking is not permitted in any enclosed workplace or public place.
2. Appropriate Smoke Free Ontario signage is placed at all entrances to buildings as may be necessary.
3. Service Agreements between clients and Personal Attendant Care Inc. indicate that the client, family or visitors is not permitted to smoke during service provision.
4. Clients are permitted to smoke outside while service is being provided.
5. Employees may contact their supervisor if they have any concerns of second hand smoke in the home and if necessary the Exemption Procedures may apply for employees.
6. Employees are not permitted to smoke in the client's home or within any building operated by Personal Attendant Care Inc.