Revisions to SFU Policies in Response to Legalization of Cannabis

The University community is invited to offer comment on changes to four policies and the location of designated outdoor smoking areas.

On October 17th cannabis use was legalized in Canada. In response the University is seeking to change four policies:

- AD 1.12 Selling, Serving and Advertising Alcohol
- AD 1.14 Use of University Motor Vehicles
- GP 16 Smoking and Tobacco Use
- GP 17 Occupational Health & Safety

A recent review of each identified the need for general updates including greater clarity, definitions of key terms, consistency of responsibilities and an enhanced focus on safety across the University community.

As the Burnaby campus currently permits outdoor smoking in designated areas the decision was made to also permit the smoking of cannabis in two separately designated areas (map attached). The University does not control outdoor spaces at either the Vancouver or Surrey campuses.

The move to permit outdoor cannabis smoking on the Burnaby campus is being accompanied by the development of a multi-pronged campus community education program being led by Human Resources in collaboration with Student Services, Health & Counseling, Faculty Relations, University Communications, Residences & Housing, and Safety & Risk Services, with a focus on health, safety and responsible use.

1. **Policy Changes:**

In examining possible changes to policies, factors considered include:

- Need for community education in general and to specifically include a focus on responsible use
- Minors are present in all areas of our campuses (first year students under age 19; elementary school next to SFU Burnaby, campus daycare programs, summer camps)
- Inebriating effects from substances in cannabis which can impact and possibly impair teaching, learning, research and occupational safety
- Inability to monitor and enforce restrictions on all types of cannabis use (concentrates, edibles)
  Duty to accommodate approved use for those with medical need or disability (addiction)
- Advertising and sales

Other concerns that have been raised for future consideration include:

- Cultivation of cannabis plants on campus (residences, offices or in community gardens)
- Institutional investments into cannabis industry (directly or indirectly, through funds)
• Funding for research and other donations from cannabis industry
• Faculty research into cannabis and possible restrictions on travel that are emerging for individuals participating in the industry
• Inclusion of medical marijuana in employee benefits plans

The proposed policy changes were done in consultation, depending on the specific policy, with the Central University Health & Safety Committee, Residence and Housing, Student Services, Safety and Risk Services, University Secretary, General Counsel, Health and Counselling, and Human Resources.

Following are the University policies and guides that were reviewed and proposed revisions made to address legalization of cannabis:

<table>
<thead>
<tr>
<th>Policy/Guide</th>
<th>Review/Revise</th>
<th>Policy Owner</th>
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<tbody>
<tr>
<td>AD 1.12 Selling, Serving and Advertising Alcohol</td>
<td>Draft revised &amp; attached</td>
<td>VPFA</td>
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<tr>
<td>AD 1.14 Use of University Motor Vehicles</td>
<td>Draft revised &amp; attached</td>
<td>VPFA</td>
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<tr>
<td>GP 16 – Smoking &amp; Tobacco Use</td>
<td>Draft revised &amp; attached</td>
<td>VPFA</td>
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<tr>
<td>GP 17 – Occupational Health &amp; Safety</td>
<td>Draft revised &amp; attached</td>
<td>VPFA</td>
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<tr>
<td>GP 18 – Human Rights</td>
<td>Reviewed – no change</td>
<td>University Secretary</td>
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<tr>
<td>GP 26 – Accessibility for Students with Disabilities</td>
<td>Reviewed &amp; updated</td>
<td>VPA</td>
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<tr>
<td>GP 40 – Disability Accommodation in the Workplace</td>
<td>Reviewed – no change</td>
<td>University Secretary</td>
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<tr>
<td>S 10.01 – Student Conduct</td>
<td>Reviewed – no change</td>
<td>VPA</td>
</tr>
<tr>
<td>Residence Contract</td>
<td>Reviewed – no change</td>
<td>AVPSI</td>
</tr>
<tr>
<td>Residence Handbook</td>
<td>Reviewed – no change</td>
<td>AVPSI</td>
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<tr>
<td>Student Declaration</td>
<td>Reviewed – no change</td>
<td>AVPSI</td>
</tr>
<tr>
<td>Athlete Handbook</td>
<td>Reviewed – no change</td>
<td>AVPSI</td>
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</table>

Proposed revisions were made to the four policies, including standardization of use the new policy template. Sections focus on safety, limiting smoking of cannabis on the Burnaby campus and general mitigation of risk. Specific proposed policy changes are:

• AD 1.12 Selling, Serving and Advertising Liquor
  o Name change to: Selling, Serving and Advertising of Controlled Substances
  o S.1 Purpose statement is enhanced to include references to providing information to the community, inclusion of cannabis within scope of policy
  o S. 2 Definition includes cannabis and cannabis accessories
  o S. 5 Outlines controls of cannabis
  o S. 6 Clarifies and enhances reporting and responsible officers
  o Appendix I adds to list of related policies
  o Appendix II adds consistency to responsible officers

• AD 1.14 Control of University Motor Vehicles
  o Name change to include vessels
  o S. 1 Purpose newly added
  o S. 2 Scope and jurisdiction newly added
  o S. 3 Definitions newly added
  o S. 4 Language centralizing responsibility for licensing and insurance, language changes to include vessels, direction on compliance with applicable legislation including impaired operation of a vehicle
  o S. 5 Reporting newly added
  o S. 6 Records and privacy newly added
  o S. 7 Review newly added
  o S. 8 Authority newly added
  o S. 9 Interpretation newly added
  o Resource – operational guidance on vehicle and vessel use, licensing and insurance will be contained in an updated and expanded guide currently provided by Risk Management within Safety and Risk Services
• GP 16 Non-Smoking Policy
  o Name change to The Control of Smoking and Other Tobacco and Cannabis Use on Campus
  o S. 1 Purpose expanded to include cannabis
  o S. 2 Scope expanded to update language on ceremonial and Aboriginal use consistent with other post-secondary institutions, addition of cannabis and language on duty to accommodate
  o S. 3 Definition expanded to include vaping and e-cigarettes, and cannabis
  o S. 4 Expanded language to clarify compliance with applicable legislation including WorkSafeBC regulations as they relate to where smoking can and cannot take place, adding language to identify Designated Outdoor Smoking Areas (DOSA) (these will take the form of standing urns not special shelters), adds language on compliance with policy for different groups
  o S. 5 Roles and responsibilities adds new roles and language for a variety of stakeholder groups
  o S. 6 Reporting newly added
  o S. 7 Enhancements to list of related legal and policy authorities
  o S. 9 Authority newly added
  o Appendix 1 identifies both cannabis and tobacco DOSA’s on Burnaby campus

• GP 17 University Occupational Health and Safety
  o Name change to University Health and Safety
  o S. 1 Purpose is expanded to reflect change from a policy that was specific and limited to WorkSafeBC regulatory compliance and campus health and safety committees and focus more broadly on campus safety
  o S. 3 Definitions expanded to include impairment (note there is no definition provided by WorkSafeBC nor their federal counterpart. The definition used here is based on other public post-secondary institutions), along with defining incident, near miss and supervisor
  o S. 4 Policy scope extended to include unsafe behaviours
  o S. 5 Responsibilities expanded to clarify roles of related committees focusing on safety
  o S. 6 Reporting newly added
  o S. 7 Enhancements to list of related legal and policy authorities
  o S. 9 Policy review newly added
  o S. 10 Interpretation newly added
  o Appendix B guidance on impairment newly added. Note that while impairment is a significant concern, within the context of a safety policy it is one of many concerns. To create a separate policy section for this specific safety risk would open the door to requiring sections for all safety risks, rather than having a more global statement used to mandate compliance with all safety concerns.

2. Designated Outdoor Smoking Areas (DOSAs)

The Burnaby campus currently permits smoking in ten designated outdoor smoking areas (each of which meets WorkSafeBC criteria for distance removed from building entrances and HVAC intake).

Immediately prior to October 17th, two temporary smoking areas were designated for cannabis only smoking. These were established after reviewing various existing smoking areas with a recognition that none of the existing sites were without challenges. The two were chosen against a set of criteria as the least disruptive and met compliance with WCB criteria. It was agreed that these two sites would be temporary until a formal consultation process was complete.

In looking at potential locations for designated outdoor smoking areas the guiding principles employed were:
- More than 10 m from any building entrance/exit
- More than 10 m away from any building, including Convocation Mall and indoor parking lots
- More than 10 m from any building air intake/HVAC vent
- More than 10 m from any bus stop
- Not co-located with any current tobacco smoking location
Selling, Serving and Advertising of Controlled Substances

SIMON FRASER UNIVERSITY Policies and Procedures  Date  Number
July 1980  AD 1.12

Revision Date  Revision No.
July 27, 2006  B

Draft Revision: October 2018

Policy Authority: Vice President, Finance and Administration

Associated Procedure(s): Appendix A: Procedure, checklist and form for acquiring a Special Occasion License
Schedule A: Responsible Officers

1.0 PURPOSE

1.1 This Policy aims to promote the safety of the campus community, its members and the public; ensure that appropriate measures are in place to provide relevant and current information to its community regarding the issues and implications associated with the use and provision of controlled substances such as liquor and cannabis.

1.2 The Policy aims to ensure that Simon Fraser University complies with federal, provincial and/or municipal regulation of liquor and cannabis.

1.3 With respect to liquor the Policy addresses training and education provided to those responsible for serving or providing liquor and educating members of the University community on the issues of law and liability related to using, serving and advertising liquor on campus.

1.4 With respect to cannabis the Policy addresses the selling and advertising of cannabis and related items but is not intended to prevent accommodations for its medical use.

1.5 The University recognizes the unique social needs of a campus community and strives to provide an environment where these needs can be reasonably met. The University seeks to create an environment in which controlled substances are used responsibly and in moderation, and to discourage abuse of these substances on campus.

1.6 Use of controlled substances on campus is a privilege contingent on compliance with regulatory requirements and University policy.

2.0 SCOPE
2.1 This policy applies to the sale, serving and advertising of controlled substances at all SFU campuses and in all University space as defined in Policy GP 36 (Use of University Space).

3.0 DEFINITIONS

3.1 "Cannabis" means a cannabis plant and any part of the plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not. Any substance or mixed substances that contains any part of such a plant. Any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

3.2 "Cannabis Accessory" means but is not limited to, (a) holders, pipes, water pipes, bongs and vaporizers, that is used in the consumption of Cannabis or a thing that is used in the production of Cannabis; or (b) a thing that is deemed to be used in the consumption or production of Cannabis.

3.3 "Liquor" is defined as in the Licensing Control and Licensing Act of British Columbia i.e.

3.3.1 fermented, spirituous and malt liquors,

3.3.2 combinations of liquors, and

3.3.3 drinks and drinkable liquids that are intoxicating,

and includes beer, or a substance that, by being dissolved or diluted is capable of being made a drinkable liquid that is intoxicating and that is declared by order of the Lieutenant Governor in Council to be liquor. The terms "alcoholic beverage," "alcohol" and "liquor" are used interchangeably in this policy.

3.4 "Responsible Officer" is the individual at each of SFU's campuses designated to authorize an application for a Special Occasion Licence. Responsible Officers are listed in Schedule A.

4.0 POLICY

4.1 Liquor - General

4.1.1 All sales and service of liquor on campus are subject to compliance with the provisions of the Liquor Control and Licensing Act of British Columbia (the "Act") and the Liquor Control and Licensing Regulation (the "Regulation") thereunder, as the same may be amended from time to time. Wherever conflict may arise between any policy, rules or regulations of the University and the Act and the Regulation, the Act and the Regulation shall prevail.

4.2 Special Occasion Licences

4.2.1 Liquor may be sold and/or served on campus only in a location which is a "Licensed Establishment" as defined in the Act (other than an establishment licensed pursuant to a "Special Occasion Licence" ("SOL"), or in locations where a SCL has been authorized.
and issued in accordance with this Policy and the Act and the Regulation. The procedure, checklist and form for acquiring a SOL is set out in Appendix A "Request To Hold An Event Where Alcohol Will Be Served".

4.2.2 All applications for a SOL must be reviewed in advance by the appropriate Responsible Officer (see Schedule A). Authorization to proceed to the BC Liquor Distribution Branch with an application for a SOL will be given only when the event meets the following conditions:

a. the event or activity is a non-recurring special occasion of short duration (no longer than six hours);

b. liquor consumption shall be modest and, where appropriate, served through a host bar;

c. the event or activity will be held at a designated venue;

d. the event or activity does not conflict with other University programmes or activities; and

e. the primary purpose of the event or activity is to enhance the collegial interaction of faculty and students and/or professional interaction related to the University and/or to advance the University's goals for interaction with the community.

4.2.3 University events for which a SOL is requested must be held under the aegis of a recognized University academic or administrative unit, a recognized employee group, the Simon Fraser Student Society, or the Graduate Student Society at SFU. The Responsible Officer may in his or her absolute discretion authorize an application for a SOL for a non-University event if it is determined the event so warrants.

4.2.4 The applicant for a SOL is responsible for collecting and remitting all taxes payable in respect of the liquor pursuant to the Social Services Tax Act (British Columbia).

4.2.5 All events held under a SOL must be covered by adequate liability insurance to be determined by the Responsible Officer (or designate) in his or her absolute discretion.

4.2.6 The Responsible Officer must advise the Director of Campus Security (or designate) of the terms and conditions and hours of operation for all SOL events.

4.2.7 The Director of Campus Security (or designate) shall arrange for all SOL events to be inspected and shall report any violations of this policy or any rules or regulations of the University to the Responsible Officer for follow-up action.

4.3 Liquor - Advertising

4.3.1 All advertising by or on behalf of Licensed Establishments anywhere on campus must conform to the Act and Regulations and all applicable University policies, rules and regulations.

4.3.2 The following restrictions apply to the advertising in non-licensed areas of events to be held in Licensed Establishments.
a. Advertising of events must be responsible, in good taste, and will not promote alcohol as the focus of the event.

b. Alternatives to alcohol will be offered and featured equally with liquor.

c. Printed advertising for liquor will not be allowed.

d. Brewery/distiller sponsorship of alcohol awareness and education is permitted as long as the University retains editorial control.

e. Permanent signage reflecting brewery/distiller advertising is prohibited.

f. Brewery/distiller sponsorship with respect to the announcement of events via posters, T-shirts, balloons, and other accessories related to the event is not permitted.

g. Brewery/distiller sponsorship of activities such as "Player of the Game" is not allowed.

h. The blatant promotion of alcohol as the focus of an event is prohibited. Terms such as "bash," "drunk," "kegger," "wipeout," etc., are not permitted. Mention of alcohol on such materials shall be restricted to the information that the event is licensed.

i. Acceptable use of advertising of liquor within the Student Residences is set out in the "SFU Residence and Housing Policy on Alcohol Use and Function Responsibility." Wherever conflict may arise between the SFU Residence and Housing Policy on Alcohol Use and Function Responsibility and this Policy, this Policy shall prevail.

j. Subject to section 4.3 (b)(xi), an advertisement or other promotion of a SOL event must not indicate that liquor will be sold or served.

k. Where a SOL event is a "Public Special Occasion" (as defined in the Regulation) at which a number of manufacturers of wine, beer or other liquor are conducting tastings at one location, the event organizer may advertise the name of the event followed by the names of the participating liquor manufacturers.

4.4 Cannabis

4.4.1 Possession and storage of Cannabis for Personal Use is permitted at the University provided that it is done in accordance with all applicable legislation and University policy and guidelines (e.g. Guidelines on Scented Products). Edible Cannabis products must be labelled as such.

4.4.2 Preparation, sale and/or distribution of products containing Cannabis and/or the preparation, sale and/or distribution of Cannabis Accessories are prohibited on any University owned, operated or leased properties.
4.4.3 Advertising/Marketing Cannabis and/or Cannabis Accessories is prohibited on any University owned, operated or leased properties

5.0 ROLES AND RESPONSIBILITIES

5.1 Reports of violations and subsequent actions generated under section 4.2(g) of this Policy must be submitted to the Director of Campus Security (or designate) for information, follow up and inclusion in the Director's annual report (see section 6.1).

5.2 Reports of violations of section 4.3 (Advertising) should be directed to the Responsible Officer outlined in the University's Policy GP 36, Use of University space, for the space in which any such advertising is found.

5.3 Reports of violations of section 5 of this Policy must be submitted to the Director of Campus Security (or designate) for information, follow up and inclusion in the Director’s annual report (see section 6.1)

6.0 REPORTING

6.1 Each August, the Director of Campus Security shall provide to the General Counsel a summary report of activity occurring under this Policy and any policy violations filed.

7.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

7.1 The legal and other University policy authorities that may bear on the administration of this Code, and may be consulted as needed, include, but are not limited to:

7.1.1 Liquor Control and Licensing Act and Regulations
7.1.2 Tobacco Control Act and Regulations
7.1.3 Cannabis Control and Licensing Act
7.1.4 Cannabis Control Regulation
7.1.5 Cannabis Licensing Regulation
7.1.6 AD 1.6 Commercial Activities and Advertising
7.1.7 AD 3.14 Indemnity Approval Policy
7.1.8 AD 13.5 Display and Notices, Posters, Advertisements, etc. on Campus
7.1.9 GP 16 Control of Smoking and Other Tobacco and Cannabis Use on Campus
7.1.10 GP 36 Use of University Space
7.1.11 S 10 Code of Academic Integrity and Good Conduct
7.1.12 Guidelines on Scented Products
7.1.13 Residence Contract and Handbook

8.0 POLICY REVIEW

8.1 This Policy will be reviewed at least once every three years.

9.0 AUTHORITY

9.1 This Policy is administered under the authority of the Vice-President, Finance and Administration.
10.0  INTERPRETATION

10.1  Questions of interpretation and application of this Policy or its Procedures shall be referred to the President, whose decision will be final.

11.0  ASSOCIATED PROCEDURES

APPENDIX A

The procedure, checklist and form for acquiring a Special Occasion License is available here (pdf format).

SCHEDULE A: RESPONSIBLE OFFICERS

Responsibility for authorizing an application for a Special Occasion Licence is delegated as noted below.

<table>
<thead>
<tr>
<th>Burnaby Campus</th>
<th>Office of the Vice-Provost Students &amp; International, Student Services</th>
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</thead>
<tbody>
<tr>
<td>Vancouver Campus – Harbour Centre</td>
<td>Meeting, Event and Conference Services</td>
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<tr>
<td>Vancouver Campus – Centre for Dialogue</td>
<td>Meeting, Event and Conference Services</td>
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<tr>
<td>Vancouver Campus – Segal Graduate School of Business</td>
<td>Meeting, Event and Conference Services</td>
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<tr>
<td>Vancouver Campus – Goldcorp Centre for the Arts</td>
<td>Meeting, Event and Conference Services</td>
</tr>
<tr>
<td>Surrey Campus</td>
<td>Executive Director, Surrey Campus</td>
</tr>
</tbody>
</table>

Call 778-782-6710 for an appointment
Control of University Motor Vehicles and Vessels

Policy Authority: Vice President, Finance and Administration

Associated Guideline: Vehicle Use and Insurance Guide

1.0 PURPOSE

1.1 The purpose of this policy is to:

1.1.1 Promote the safety of the campus community, its members and the public;

1.1.2 Ensure that appropriate measures are in place to provide relevant and current information and guidance to its community regarding the safe and appropriate use of University Motor Vehicles and Vessels; and

1.1.3 Ensure that Simon Fraser University complies with applicable federal, provincial and/or municipal regulation of motor vehicles and vessels.

2.0 SCOPE and JURISDICTION

2.1 This policy applies to all Motor Vehicles and Vessels owned, leased, borrowed or rented, and operated by employees for University business, whether casual, short, long term or continuing use.

3.0 DEFINITIONS

3.1 University Motor Vehicle means any self-propelled motor vehicle owned, leased, borrowed or rented, and operated by a university employee for University business, whether casual, short, long term or continuing use.

3.2 University Vessel means boats, canoes, kayaks or other craft capable of being used for navigation on water owned, leased, borrowed or rented, and operated by a university employee for University business, whether casual, short, long term or continuing use.
4.0 POLICY

4.1 Direct responsibility for the licensing and insurance of University owned or leased Motor Vehicles or Vessels shall rest with Safety and Risk Services.

4.2 Direct responsibility for the care and control of University Motor Vehicles or Vessels shall rest with the user department.

4.3 The use of University Motor Vehicles or Vessels shall be restricted to University business only.

4.4 No person shall operate a University Motor Vehicle or Vessel unless he or she has a current driver’s or operator’s license of the proper class, and skills to operate that vehicle or vessel.

4.5 Motor Vehicles and Vessels shall be kept in good mechanical condition and shall be inspected for safety at regular intervals.

4.6 Operators of University Motor Vehicles and Vessels must comply with applicable legislation.

4.7 No person shall operate a University Motor Vehicle or Vessel while impaired.

4.8 No person shall smoke or vape tobacco products or cannabis in a University Motor Vehicle or Vessel.

5.0 REPORTING

5.1 The Chief Safety Officer will file an annual summary report to the Vice President, Finance and Administration each April reporting activity under the Policy and any policy violations filed.

6.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

6.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

6.1.1 Motor Vehicle Act and Regulations;

6.1.2 Criminal Code of Canada;

6.1.3 Canada Shipping Act; and

6.1.4 Small Vessel Regulations.

7.0 POLICY REVIEW

7.1 This policy will be reviewed at least once every three years.

8.0 AUTHORITY

8.1 This policy is administered under the authority of the Vice President, Finance and Administration.

9.0 INTERPRETATION

Policy AD 1.12
9.1 Questions of interpretation and application of this policy or its procedures shall be referred to the Vice President, Finance and Administration.

10.0 ASSOCIATED GUIDELINE

10.1 Safety and Risk Services produces a Vehicle Use and Insurance Guide which provides specific guidance on insurance, licensing, motor vehicle and vessel use, including actions to be taken in the event of an accident involving a University motor vehicle. The Guide can be obtained from the Director of Risk Management in Safety and Risk Services.
Control of Smoking and Other Tobacco and Cannabis Use on Campus

SIMON FRASER UNIVERSITY
Policies and Procedures

Date
November 19, 1987

Number
GP 16

Revision Date
October 23, 2018

Revision No.
C

Policy Authority: Vice-President, Finance and Administration

Associated Guideline: Map of Designated Outdoor Smoking Areas (DOSAs)

1.0 PREAMBLE

1.1 The health, environmental and safety risks associated with smoking and other tobacco use are well-known. To protect public health, governments have acted within their respective jurisdictions to limit these risks by imposing restrictions on the advertising, sale and consumption of cannabis, tobacco and other nicotine-containing products. In turn, the University must give effect to these legislative restrictions.

2.0 PURPOSE

2.1 The purpose of this policy is to regulate the sale, advertising and use of tobacco and other nicotine-containing products, as well as the use of cannabis within University Space.

3.0 SCOPE

3.1 The policy applies to all campuses of Simon Fraser University.

3.2 The ceremonial use of tobacco or other ceremonial plant forms for a traditional Aboriginal cultural activity by Aboriginal people and/or groups is specifically exempted by this Policy.

3.3 Nicotine replacement therapy, including patches and gums, used for cessation purposes are exempted by this Policy.

3.4 Use of cannabis may be permitted as a disability accommodation under GP26 or GP40, and exempted from the prohibitions in this policy if previously raised to, and approved by, authorized personnel at Simon Fraser University. The steps for requesting a disability accommodation is available in Section 4 of GP26 and in the procedure accompanying GP40.
4.0 DEFINITIONS

4.1 Smoking is a broad term that includes, but is not limited to inhaling, consuming, using and/or holding any lit tobacco or other nicotine product including, regardless of whether it is smoked, burned, vaporized, atomized, or heated for the purposes of human consumption. This definition includes using any other implement or device that is used to emulate the act of smoking or tobacco use, such as pipes, holders and electronic cigarettes, regardless of the specific substance consumed.

4.2 Cannabis means smoked and smokeless products containing the chemical compound cannabinoid, which includes, but is not limited to, dried cannabis, cannabis oils, concentrates that may be consumed on their own or with the use of an implement or device.

4.3 Tobacco means smoked and smokeless products, which includes, but is not limited to, leaf, cigarettes, cigars, hookah-smoked products, pipes, chewing tobacco, snuff and electronic cigarettes.

4.4 University Space means all interior and exterior real property to which the University has right of possession, whether by way of ownership, lease or otherwise. For the purposes of this Policy, lands administered under long-term lease to the SFU Community Trust are not considered University Space.

5.0 POLICY

5.1 SFU must comply with all applicable federal, provincial and municipal legislation, regulations and by-laws that pertain to smoking and other use of tobacco or cannabis. In the case of a discrepancy with this Policy and federal, provincial or municipal legislation, regulations and by-laws, the stricter standard will apply.

5.2 A person must not directly or indirectly advertise, sponsor, promote deal in, sell, offer for sale or distribute tobacco or cannabis within University Space.

5.3 At the Vancouver campus, smoking and other tobacco or cannabis use is specifically prohibited within any indoor University Space. Municipal by-laws govern smoking in outdoor spaces.

5.4 At the Surrey campus, smoking and other tobacco or cannabis use is specifically prohibited within any indoor University Space. Building owners and landlords are responsible for complying with the municipal by-laws that govern smoking in outdoor spaces.

5.5 At the Burnaby campus, smoking and other use of tobacco and cannabis is prohibited within any University Space, with the strict exception of a Designated Outdoor Smoking Area (DOSA), which can be found on the map attached in Appendix I. Separate DOSAs for smoking tobacco and cannabis are identified.

Policy GP 16
5.6 The criteria for locating a DOSA at Burnaby campus are:

5.6.1 must be at least 10 metres away from any building, including doorways, air intakes and covered walkways;

5.6.2 must be at least 10 metres from any prescribed outdoor locations, including but not limited to, transit stops, parking lots, courtyards or athletic fields;

5.6.3 must be approved by the Chief Safety Officer, the Director of Maintenance and Operations and the Director of Campus Planning and Development.

5.7 All people smoking on campus must extinguish and dispose of their tobacco or cannabis product waste in an assigned campus ash tray at a DOSA. If no ash tray is present it is the responsibility of the person smoking to extinguish and retain the tobacco or cannabis product waste until one can be found. Tobacco and cannabis product waste poses a significant health, safety and environmental risk to the campus.

5.8 Simon Fraser University has a community-based health and safety environment, which makes the responsibility of everyone associated with the University to uphold and communicate this Policy. For example, smokers are expected to use the designated smoking areas (DOSAs) and everyone is encouraged to direct non-compliant smokers towards the nearest DOSA.

5.9 In the event of unresolved and/or recurring compliance issues the following protocol will be followed:

5.9.1 Visitors/Contractors: Complaints shall be lodged with Campus Public Safety. Visitors who refuse to comply may be asked to leave campus. Contractors who refuse to comply will be reported to their immediate supervisor.

5.9.2 Students: Complaints shall be lodged with Campus Public Safety. Reasonable efforts to resolve the complaint and ensure compliance will be taken. Students who continue to violate this Policy after reasonable efforts have been exhausted shall be reported to Student Services and subject to discipline under the University's Code of Academic Integrity and Good Conduct (S10.01; create link).

5.9.3 Employees: Complaints shall be lodged with Campus Public Safety. Reasonable efforts to resolve the complaint and ensure compliance will be taken. Employees who continue to violate this Policy after reasonable efforts have been exhausted shall be reported to the individual’s immediate supervisor.

6.0 ROLES AND RESPONSIBILITIES

6.1 The Chief Safety Officer is responsible for:

Policy GP 16
6.1.1 oversight of this policy, including reviews at least once every three years and community consultations.

6.2 Faculty, Staff, Students and Visitors are responsible for:

6.2.1 complying with the restrictions on smoking and other tobacco or cannabis use on all SFU campuses, and

6.2.2 reporting observed instances of non-compliance with this policy to Campus Public Safety or Environmental Health and Safety.

6.3 The Central University Health and Safety Committee is responsible for:

6.3.1 advising the University on the appropriate means to achieve compliance with this Policy;

6.3.2 making recommendations to the Vice President, Finance and Administration or designate for locations of DOSAs; and

6.3.3 making recommendations on revisions to this Policy as required.

6.4 Health and Counselling Services and Human Resources are responsible for:

6.4.1 advocating for and fostering a healthy campus community by:

a. supporting tobacco cessation efforts including providing information and resources to individuals who are looking to quit smoking and other tobacco use; and

b. communicating information on the health and safety risks related to use of cannabis.

6.5 Campus Public Safety is responsible for:

6.5.1 monitoring compliance with these prohibitions;

6.5.2 responding to reports of non-compliance and educating and advising members of the University community of the relevant elements of this Policy;

6.5.3 engaging members of the University community in creating a tobacco, cannabis and smoking control culture;

6.5.4 consulting with stakeholders and providing input and guidance for locations of DOSAs; and

6.5.5 advising on locations where additional signage or DOSAs are required.
6.6 Environmental Health and Safety is responsible for:

6.6.1 engaging members of the University community in creating a tobacco, cannabis and smoking control culture;

6.6.2 consulting with stakeholders and providing input and guidance for locations of DOSAs; and

6.6.3 advising on locations where additional signage or DOSAs are required.

6.7 In consultation with the Central University Health and Safety Committee, Environmental Health and Safety and Campus Public Safety, Facilities Services is responsible for:

6.7.1 installing pavilions at identified DOSA locations; and

6.7.2 creating and installing appropriate signage on SFU campuses that highlight the smoking restrictions covered in this Policy.

7.0 REPORTING

7.1 The Chief Safety Officer will file an annual summary report to the Vice President, Finance and Administration each April of activity under the Policy and any policy violations filed.

8.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

8.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

8.1.1 AD 1.12 Selling, Serving and Advertising of Controlled Substances
8.1.2 AD 1.06 Commercial Activities and Advertising
8.1.3 AD 1.14 Control of University Motor Vehicles
8.1.4 GP 17 University Occupational Health and Safety
8.1.5 GP 36 Use of University Space
8.1.6 GP 40 Disability Accommodations
8.1.7 S10.01 Code of Academic Integrity and Good Conduct
8.1.8 CUPE 3338, Poly Party, and TSSU Collective Agreements
8.1.9 APSA Employment Policies
8.1.10 SFU Faculty Academic Policies
8.1.11 Tobacco Sales (Banning Tobacco and Smoking in Public Places and Schools) Amendment Act (RSBC 2007).

Policy GP 16
9.0 POLICY REVIEW

9.1 This policy will be reviewed at least once every three years.

10.0 AUTHORITY

10.1 This policy is administered under the authority of the Vice President, Finance and Administration.

11.0 INTERPRETATION

11.1 Questions of interpretation or application of this policy or its procedures shall be referred to the Vice-President, Finance and Administration, whose decision shall be final.

12.0 ASSOCIATED PROCEDURES

12.1 The associated guideline for this policy is:

12.1.1 Map of Designated Outdoor Smoking Areas (DOSAs)

APPENDIX I

Map of Designated Outdoor Smoking Areas (DOSAs)
University Health & Safety

SIMON FRASER UNIVERSITY Policies and Procedures

Date: April 7, 1988
Revision Date: October 24, 2018

Number: GP 17
Revision No.: A

Policy Authority: Vice President, Finance and Administration

Associated Procedures: Informing Students of Risk

Associated Guideline: Guidance on Safety Risk from Impairment

1.0 PREAMBLE

1.1 Simon Fraser University is committed to providing a health and safe learning, teaching, research and work environment for all members of the university community.

2.0 PURPOSE

2.1 The purpose of this policy is to:

2.1.1 Promote the safety of the campus community, its members and the public, and to ensure that appropriate measures are in place to provide relevant and current information and guidance to its community regarding safety; and

2.1.2 Ensure that Simon Fraser University complies with applicable federal, provincial and/or municipal regulation of safety in the larger university context and more specifically in relation to workplace safety.

3.0 SCOPE

3.1 The University health and safety policy and procedures and the regulations, codes and statutes of the regulatory authorities apply to all members of the university community.

4.0 DEFINITIONS

4.1 Impairment means the modification of an individual’s physical or mental function such that the performance, judgement or behaviour of the individual is affected and they are unable to safely and acceptably perform responsibilities and/or assigned duties. Impairment may be caused by fatigue, use of alcohol or drugs (legal, prescription or illegal) or a medical condition;
4.2 **Incident** means an event or occurrence including accidents, injuries, occupational illness and hazardous material spill or release;

4.3 **Near miss** means a close call where is potential for accident, injury, occupational illness and hazardous material spill or release;

4.4 **Supervisor** means any person who instructs, directs and controls workers in the performance of their duties.

4.5 **University community** means university employees, students, visitors, contractors and subcontractors.

4.6 **University space** means all real property to which the University has right of possession, whether by way of ownership, lease or otherwise. Real property owned by the University but leased out to a third party, such as the University Centre Building (which is leased to the SFSS) is not included within the definition of University Space.

5.0 **POLICY**

5.1 The safety of all members of the university community as well as visitors to campus is a major concern of the university. It is, therefore, the policy of the university to:

5.1.1 protect the safety of all faculty, staff, students and visitors against unsafe conditions, behaviours and occupational hazards;

5.1.2 formulate and carry out continuing effective safety programs appropriate to university operations, including instructional activities in off-campus settings;

5.1.3 give priority to a safe work environment in the planning, direction and implementation of university activities; and

5.1.4 comply with all relevant statutes, regulations and standards of regulatory authorities representing occupational health and safety.

6.0 **ROLES AND RESPONSIBILITIES**

6.1 Deans, Directors and Chairs and Senior Leaders are responsible for:

6.1.1 providing the management support and leadership necessary for the overall implementation and execution of the University health and safety policy within their areas of responsibility;

6.1.2 incorporating adequate provisions for safe working practices and conditions in operational policies and procedures and in programs, projects and off-campus instructional activities; and
6.1.3 monitoring and evaluating safety performance within their areas of responsibility and recommending measures to bring about improvement.

6.2 Faculty, Instructors, Managers and Supervisors are responsible for:

6.2.1 planning and executing all activities in a manner that promotes compliance with the University health and safety policy;

6.2.2 informing students of the nature of potential risks involved if a course has an off-campus activity (see Appendix A);

6.2.3 ensuring that individuals in their areas of assignment, whether on or off campus, have been given adequate direction, training and instruction in the safe performance of their work and that it is performed without undue risk;

6.2.4 ensuring that work areas are inspected at regular intervals to prevent the development of unsafe conditions and practices and that inspection reports are forwarded to Environmental Health and Safety;

6.2.5 authorizing the action necessary to correct substandard conditions or procedures;

6.2.6 ensuring that all incidents and near misses are reported and investigated, and action is taken to prevent a recurrence; and

6.2.7 ensuring that medical treatment is received for all injuries.

6.3 Employees are responsible for:

6.3.1 practicing safe work habits;

6.3.2 observing all safety rules and procedures established by the regulatory authorities, the University or an individual with supervisory authority;

6.3.3 promptly reporting hazardous or unsafe equipment, conditions, procedures or behavior to a supervisor; making suggestions for their correction or taking corrective action where authorized; and

6.3.4 immediately reporting to a supervisor all work related incidents or near misses and obtaining medical treatment without delay.

6.4 Environmental Health and Safety is responsible for:

6.4.1 developing, instituting and maintaining safety programs, policies and procedures to ensure compliance with occupational health and safety standards in conformity with both university policy and statutory requirements;
6.4.2 reviewing and providing assistance to departments and areas to ensure that effective safety programs and safety committees are maintained;

6.4.3 considering suggestions from the work force and recommending implementation where warranted;

6.4.4 ensuring inspections of university facilities are conducted at appropriate intervals to identify potential hazards and determining that procedures, equipment, and facilities meet accepted occupational health and safety standards;

6.4.5 ensuring all incidents and near misses are investigated and advising WorkSafeBC of all reportable incidents; and

6.4.6 training or arranging for training in safe work procedures and the use of personal protection equipment.

6.5 The Central University Health and Safety Committee is responsible for:

6.5.1 reviewing University health and safety policies and programs;

6.5.2 addressing health and safety issues with University-wide implications, including health and safety issues arising in public spaces;

6.5.3 overseeing the implementation of Local Joint Health and Safety Committees; and

6.5.4 reviewing operation of the Local Joint Health & Safety Committees and addressing issues that are not resolved by these committees.

6.6 The Local Joint Health and Safety Committees shall be constituted in designated areas and shall be composed of worker and employer representatives from each group. These committees are responsible for:

6.6.1 reviewing University occupational health and safety procedures, programs and policies;

6.6.2 assisting in issues relating to health and safety, including personal safety and emergency response, within their areas;

6.6.3 promoting the implementation of health and safety programs and monitoring them for effectiveness;

6.6.4 reviewing arising health and safety concerns and recommending appropriate action to the area Supervisor or Manager;

6.6.5 conducting annual workplace inspections; and

6.6.6 participating in incident investigations and recommending corrective actions.
6.7 The Research Safety Committees shall be composed of representatives of groups requiring special safety consideration (e.g. radiation and radioisotope safety, biological hazards). These committees address specific regulatory requirements that must be met to engage in research activity.

7.0 REPORTING

7.1 Senior Director, Environmental Health and Safety

7.1.1 The Senior Director, Environmental Health and Safety will provide an annual update to the SFU Board of Governors each June on activities undertaken to demonstrate due diligence and compliance and to highlight SFU’s safety performance over the previous calendar year.

7.2 Health and Safety Committees

7.2.1 The Local Joint Health and Safety Committees make recommendations for corrective action to the supervisor or manager responsible for the area where the hazard or deficiency was identified.

7.2.2 The Central University Health & Safety Committee reports to the Chief Safety Officer.

7.2.3 The Research Safety Committees report to the Vice President, Research and International.

8.0 RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS

8.1 The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

8.1.1 *Freedom of Information and Protection of Privacy Act*;

8.1.2 Student Conduct Policy;

8.1.3 Employee Collective Agreements and relevant human resource policies;

8.1.4 The University’s Information Policy Series which includes:

a. Access to Information and Protection of Privacy (I 10.04); and

b. Collection of Personal Information (I 10.05).

9.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

9.1 The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia’s Freedom of Information and Protection of Privacy Act and the University’s Information Policy series. To the extent possible, the
information and records will be treated in a confidential manner, in compliance with the Act and with applicable University’s policies.

10.0 POLICY REVIEW

10.1 This policy is subject to review at least once every three years.

11.0 AUTHORITY

11.1 This policy is administered under the authority of the Vice-President, Finance and Administration.

12.0 INTERPRETATION

12.1 Questions of interpretation or application of this policy or its procedures shall be referred to the Vice-President, Finance and Administration whose decision shall be final.

13.0 ASSOCIATED PROCEDURES

13.1 The associated procedure and guideline for this policy are:

13.1.1 Informing Students of Risk, and

13.1.2 Guidance on Safety Risk from Impairment.
GP 17
APPENDIX A

Informing Students of Risk

1. Instructors must inform students enrolled in their courses that include off-campus activities of the reasonably predicted risks that might be associated with a field activity. This should take the form of an entry in a course outline and a field-trip orientation in class time prior to the field trip. An entry in the course outline could be, for example, along the following lines: "Be aware that during the field trip there will be period of strenuous hiking, hiking close to cliffs and crossing roads with busy traffic. Appropriate clothing and footwear must be worn. Further details regarding safety, food, housing and field supplies will be discussed prior to the field trip."

2. The length of the pre-field trip orientation should be related to the length and/or complexity of the field trip.

APPENDIX B

Guidance on Safety Risk from Impairment

1. Impairment on campus and at off-campus university activities poses an extreme safety risk for both the impaired individual and other members of the SFU community. British Columbia’s Occupational Health and Safety Regulation Section 4.20 prohibits employees from entering or remaining at a workplace while impaired. SFU interprets this as entering or remaining on any University Space (indoor or outdoor) and at any location where university business is being conducted.

2. The prohibition on impairment is extended to all members of the SFU community: SFU expects faculty, staff and contractors to be fit to conduct university business, students to be fit for learning and visitors to not endanger themselves or others by means of impairment while on University Space or involved in university events or business.