

1. Identification

Date of Issue	21 May 2017
Date of Modification	21 May 2017
Application	This order and directive applies to those members of the Canadian Armed Forces (CAF) and employees of the Department of National Defence (DND), NPF employees, contractors and all individuals that reside in Canadian Forces Base Esquimalt. This is inclusive of Lodger units and all properties for which the Base Commander is responsible.
Supersession	This Base Standing Order (BSO) supersedes BSO 2-128.
Approval Authority	This BSO is issued pursuant to the authority of the Commanding Officer Canadian Forces Base Esquimalt.
Enquiries	Base Chief Petty Officer (BCPO)

2. Definitions

Workplace	The workplace is defined as the physical work location and the greater work environment where work-related functions and other activities take place and work relationships exist.
Electronic Cigarette	Electronic cigarette means a vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.
Designated Smoking Area	For the purposes of this order a Designated Smoking Area means an area of a public place or workplace on DND property that is authorized as a designated smoking area under the authority of the Base Commander.

3. Policy Direction

Context

3.1	<p>The hazards to one's health resulting from the habit of smoking are well documented. As well, conclusive evidence has shown that exhaled cigarette fumes (second hand smoke) are detrimental to non-smoker's health.</p> <p>The Treasury Board of Canada Secretariat (TBS) has therefore</p>
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published a comprehensive policy on smoking in the workplace that applies to public servants, including DND and CAF employees. This policy is designed to provide a healthier, safer work environment that is free, to the extent possible, of tobacco smoke. In keeping with the objectives of the TBS policy, a requirement exists for a similar instruction that applies to CFB Esquimalt.

Policy Statement

3.2

Smoking is prohibited on DND property and all CFB Esquimalt workplaces, except for designated smoking areas including the following:

- military quarters
- within 9 metres of an entrance to a building
- within 9 metres of an air intake to an HVAC system for a workplace
- within 25 metres of a Physical Fitness or Health facility (Dental/Medical)
- inside DND vehicles (owned or leased)
- other areas used by DND employees or CF members in the course of work or work related duties
- all DND Bus stops
- while transiting from one area to another on DND property

In addition to the above prohibitions on smoking, the following areas are also designated as 'NO SMOKING' areas:

- all marine floats and jetties
- on the apron and tarmac adjacent to hangars and in hangars
- within 35 metres of any aircraft being refuelled or defueled
- Within 10 metres of any vehicle being fuelled/defueled
- within 35 meters of a bulk Fuel installations

Smoking is permitted at Messes and institutes under the following conditions:

- the president of a mess of institute shall designate one area at his/her mess or institute. The area shall be clearly marked as the smoking area
- the president of a mess or institute shall ensure that all functions are designated to cater to non-smoking members. Members attending functions who do smoke will be given the opportunity to withdraw to the designated smoking area at some time during the function
- the president of the mess must ensure the smoking area is in compliance and not within 9 meters of any door, window or air intake

Requirements

3.4

Shelters

There is no obligation for DND to provide shelters for the purposes of smoking. Current shelters that do not meet the criteria for a smoking shelter will either be modified or removed in order to

comply with this policy. The following restrictions apply to any smoking shelter:

- there are to be no sides/siding on any smoking shelter
- there is to be no seating within a smoking shelter
- the smoking shelter is to be clean and free of hazards at all times. This is the responsibility of the users

3.5
Supervision

Supervisors at all levels are responsible to ensure their personnel utilize only designated smoking areas and in a manner reflecting the references. CO's and Branch Heads are responsible to investigate complaints within their lines and initiate administrative and/or disciplinary action when an infraction occurs. In cases where personnel are not subject to this policy and either share the work place or attend as visitors, they shall be requested to respect DND policy and comply with its conditions. Failure to comply will result in their immediate removal from the premises.

3.6
Electronic Cigarettes

Electronic Cigarettes are to be treated in all manners, the same as tobacco cigarettes. Therefore their use is not permitted in DND vehicles, buildings, offices and within 9 meters of any door, window or air intake. They are only to be used in designated smoking areas or in designated Electronic Cigarette areas.

3.7
Requesting a Designated Smoking Area Change

Any changes required or requested to the designated smoking areas are to be presented to the Base Chief Petty Officer to ensure compliance. They will then be passed on to the Base Commander for rejection or approval based on the advice from the BCPO and Formation Safety and Environment.

3.8
Headdress

Military members in uniform shall wear appropriate military headdress in designated smoking areas.

3.9
Compliments

Compliments shall be paid to officers in designated smoking areas as required by BSO 5250-1.

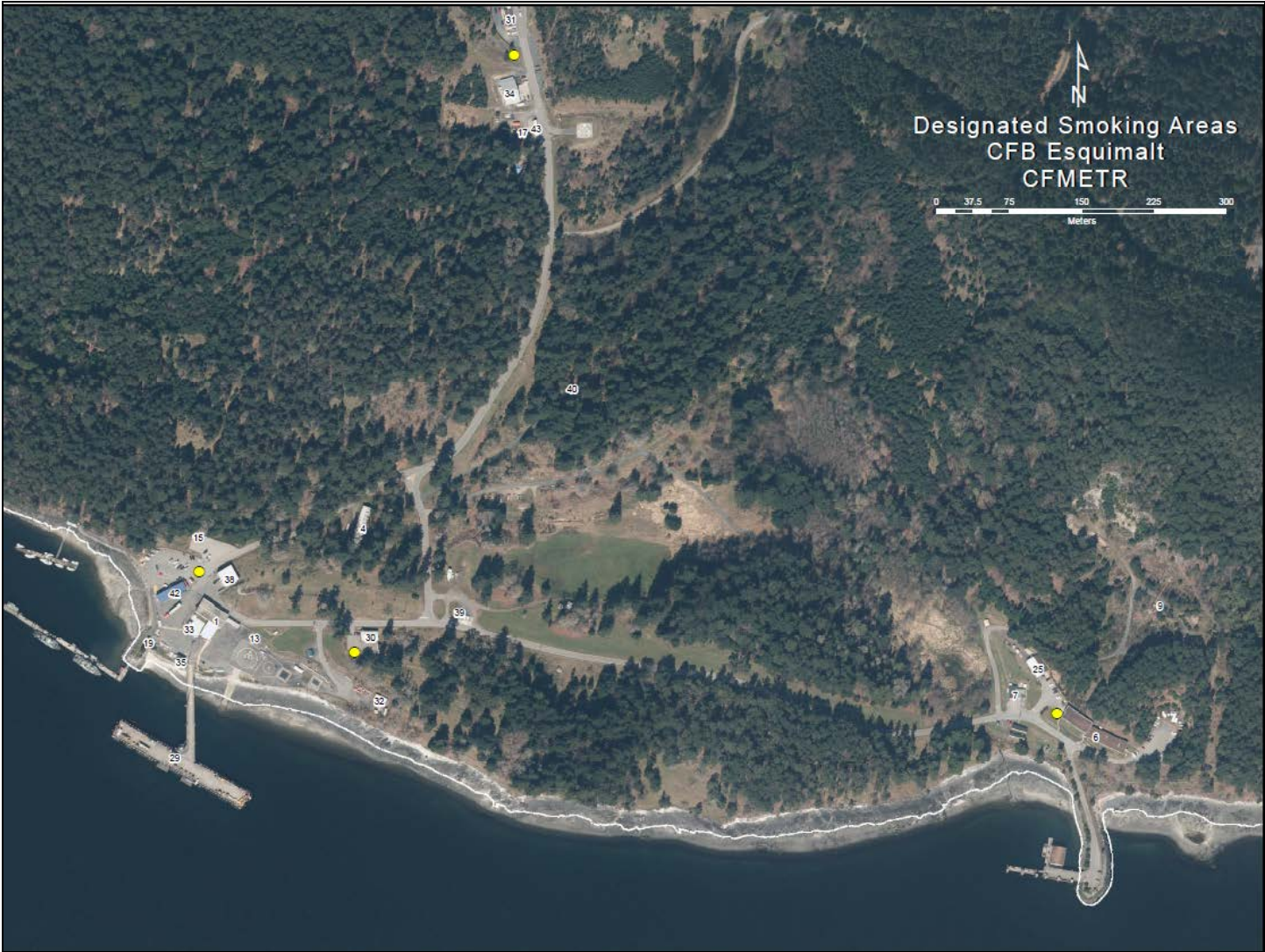
3.10
Designated Smoking Areas

The yellow dots on the following aerial photographs indicate the only Designated Smoking Areas authorized by the Base Commander on CFB Esquimalt properties.

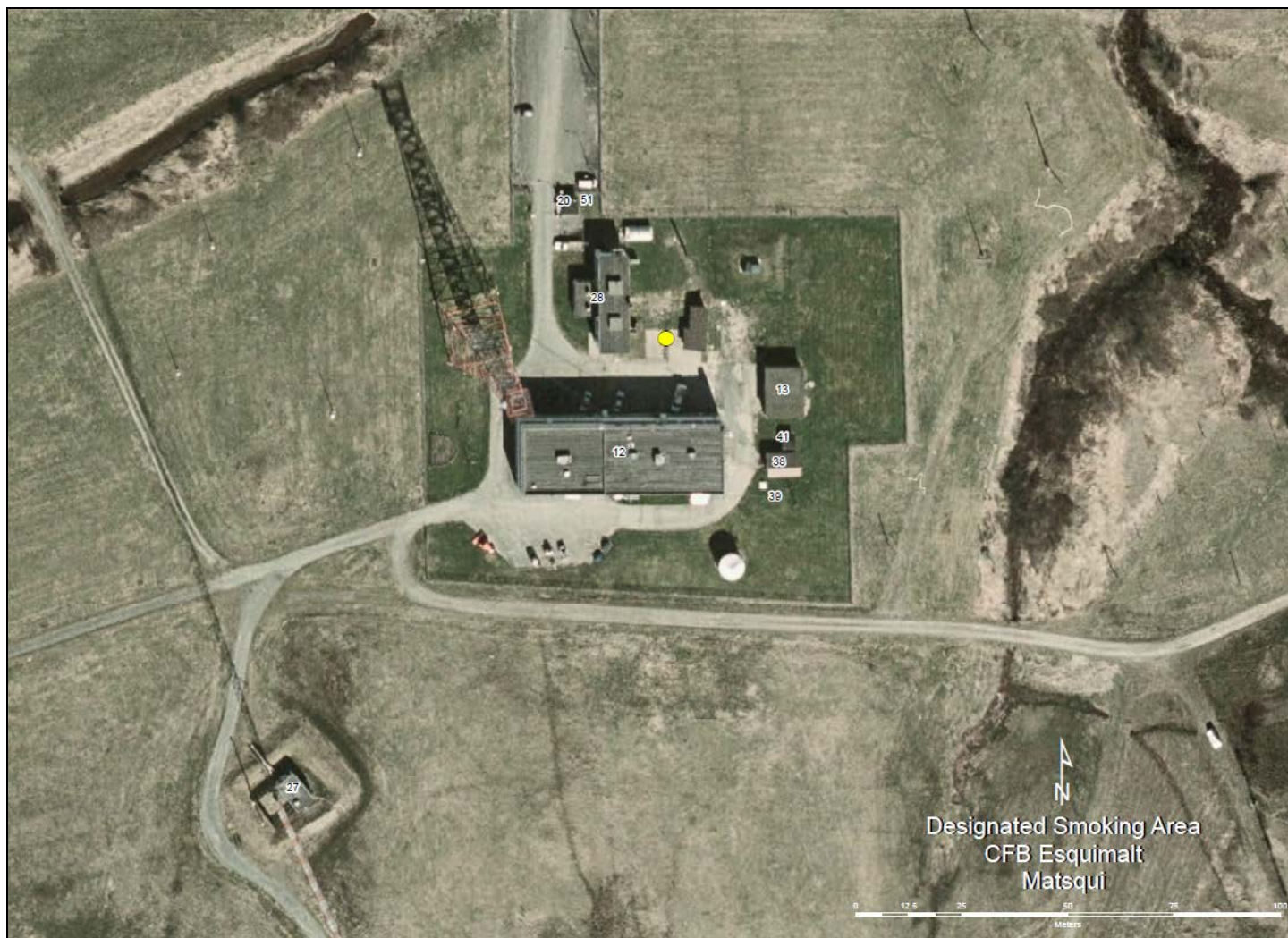
CFS Aldergrove Smoking Areas



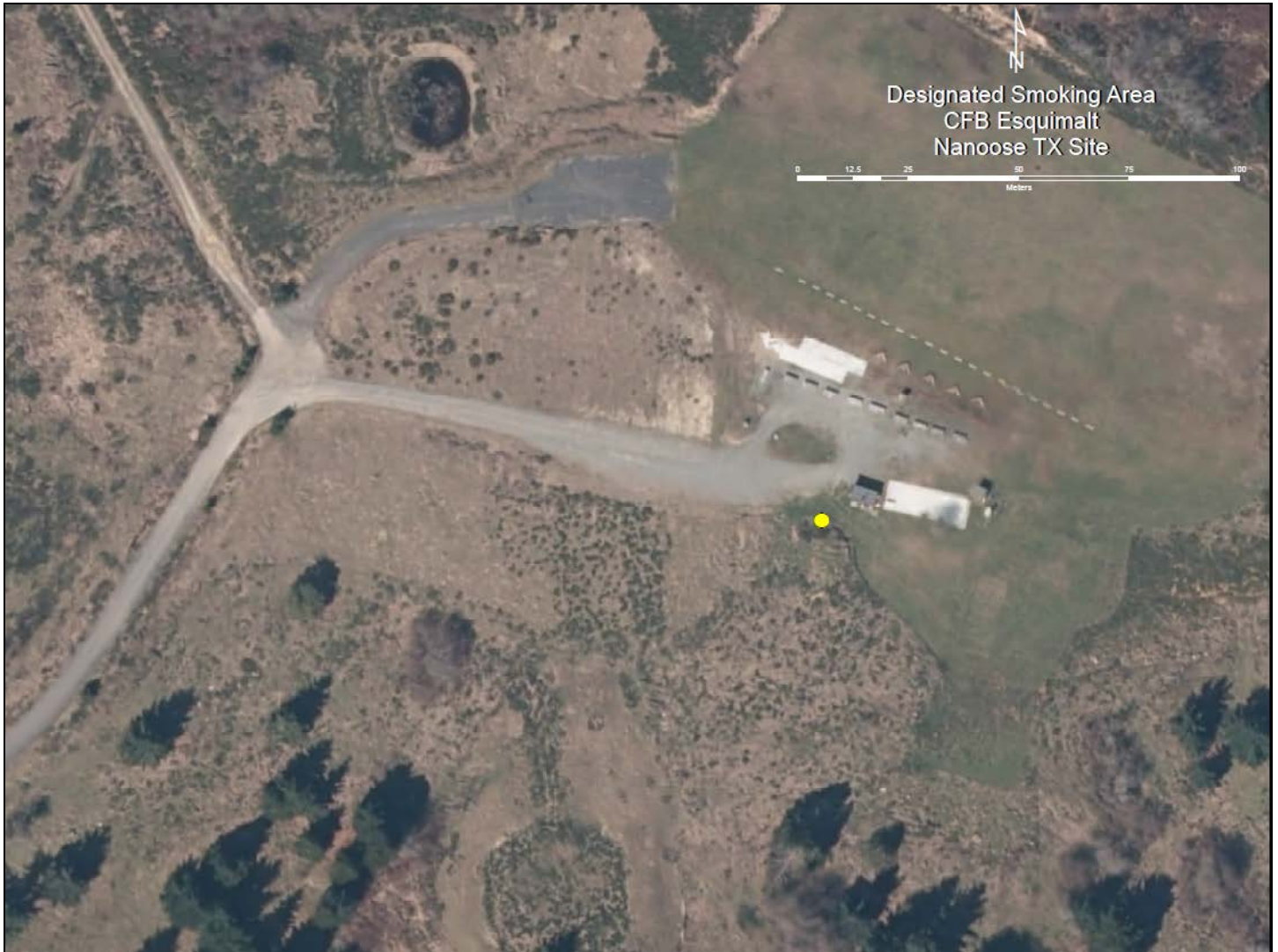
CFMETR Smoking Areas



Matsqui Smoking Areas



Nanoose TX Site Smoking Areas



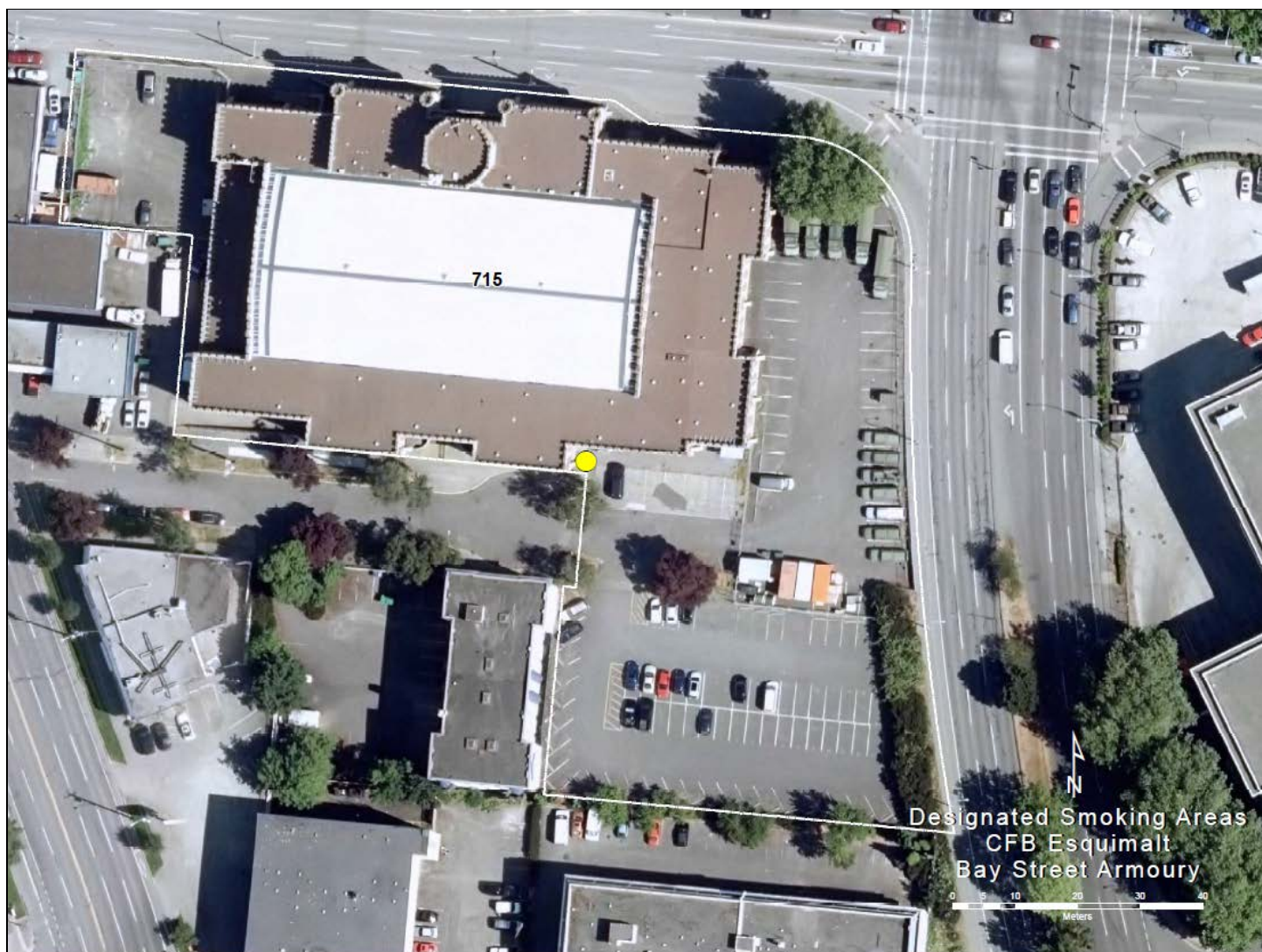
448 (MH) Squadron Smoking Areas



Nanaimo Rifle Range Smoking Areas



Bay Street Armoury Smoking Areas



Colwood Smoking Areas



HMC Dockyard and Signal Hill Smoking Areas



Designated Smoking Areas
CFB Esquimalt
Heals Rifle Range

0 50 100 200 300 400
Meters

1001 1002 1003 1005 1009 1039 1060 1063 1066 1069 1081 1082

Mary Hill Smoking Areas



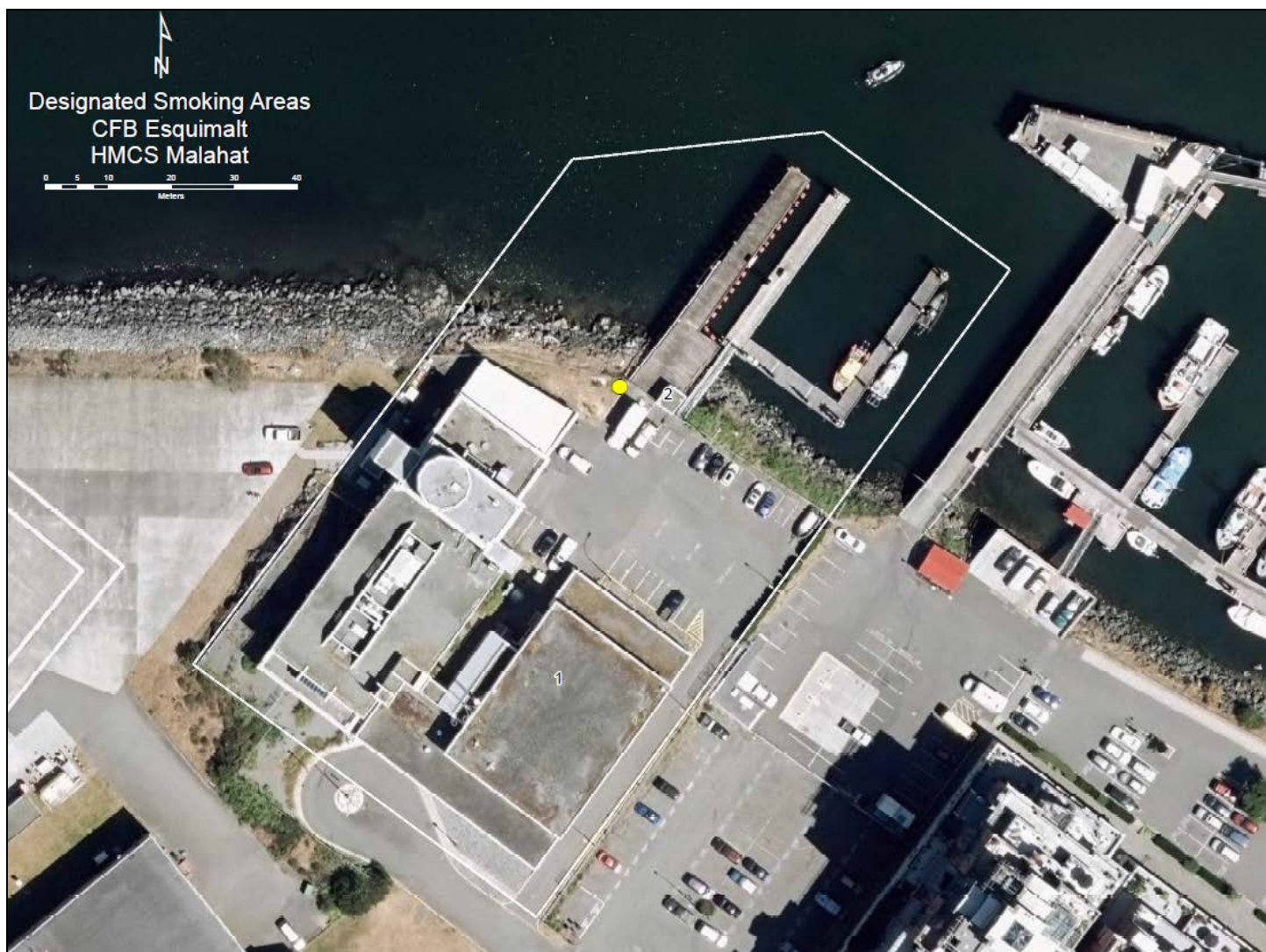
Naden Smoking Areas



Designated Smoking Areas
CFB Esquimalt
Rocky Point

0 37.5 75 150 225 300
Meters

HMCS Malahat Smoking Areas



Authority table

4.1

The...	has the authority to...
Base Commander	Promulgate the CFB Esquimalt Smoking Policy and authorize 'Designated Smoking Areas'
BCoS	Manage and monitor the CFB Esquimalt Smoking Policy
Unit / Branch Heads	Implement the requirements of the CFB Esquimalt Smoking Policy, initiate administrative and/or disciplinary action when an infraction occurs, and request visitors or other personnel who are not subject to this policy to respect DND policy and comply with its conditions. In the event visitors or other personnel who are not subject to this policy fail to comply with this request their immediate removal from the premises is authorised.
Military police or one of their agents (Commissionaire, security guard)	Issue tickets in accordance with the Non Smokers Health Act section 14, Proceedings commenced by ticketing and the Non Smokers Health Regulations

5. References

Source References

- [DAOD 5020-1, Smoking in the Workplace](#)

Related References

- [Non-smokers' Health Act](#)
 - [Non-smokers' Health Regulations](#)
 - Smoking in the workplace, Treasury Board of Canada Secretariat
 - Non-Public Property Board of Directors Record of Decision 2/00, 28 August 2000
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