

The *Smoke-Free Ontario Act* protects employees from the hazards of secondhand smoke by prohibiting smoking in all enclosed workplaces, including work vehicles. Since the Act's enactment in 2006, exposure to second-hand smoke indoors has decreased significantly. While the majority of Ontario workplaces are smoke-free, inspections have revealed that some workplaces are still not fully compliant.

Tobacco use is the leading cause of preventable death and disease in Canada. Exposure to second-hand smoke can lead to heart disease, cancers and even death. Employees have the legal right to a smoke-free workplace. Under the *Smoke-Free Ontario Act*, employers must ensure compliance with the law to protect this right.

The enclosed information is comprised of resources for employers and employees, both of whom must fulfill their responsibilities under this law. These resources include:

- Fact Sheets to facilitate effective communication with employees
- Sample smoke-free workplace policies to make creating or revising workplace policies easier
- Cessation assistance information to encourage or support employees who are thinking about quitting

Smoke-free workplaces benefit the overall health of employees and contribute to increased productivity and decreased lost time. Health Canada estimates that increased absenteeism and decreased productivity due to tobacco use can cost an employer up to \$3,396 per employee. Ensuring compliance with the *Smoke-Free Ontario Act*, creating an internal policy and providing cessation resources leads to healthier employees and cost savings for employers.

It is imperative that employers make every effort to protect all employees from the hazard of second-hand smoke. Review the enclosed information to ensure your workplace complies with the *Smoke-Free Ontario Act*.

For additional guidance or clarification about the *Smoke-Free Ontario Act*, creating a policy or cessation, please contact _____.