

Smoke-Free Places Act Checklist

Item	Yes	No	N/A	Comment
Enclosed Areas:				
Does anyone smoke in enclosed areas in which it is prohibited by the act?				
Does anyone smoke in a work vehicle?				
Does anyone smoke in the common area of a residential or commercial building (including but not limited to corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, and restrooms)?				
Has a person under the age of nineteen entered an enclosed space where smoking is permitted?				
Outdoor Areas:				
Does anyone smoke in an outdoor area within 4 metres of the workplace building intake ventilation system, an open window, or the entrance?				
Residential Places				
Is smoking permitted in any building or facility that has been designated as Non-smoking by the regulations?				
Is smoking permitted in a nursing home or residential care facility licensed under the Homes for Special Care Act?				
Places of Employment				
Has the employer allowed a person to smoke in an area not allowed by the Smoke-Free Places Act?				
Ashtrays				
Ashtrays located in areas where smoking is prohibited except for motor vehicles?				
Right to Refuse				
Do workers know their rights as to a smoke-free workplace?				
Under Age Possession				
Persons under the age of 19 in possession of tobacco or electronic cigarettes?				
Inspectors				
Employers and workers willing to cooperate with an inspector during a search?				
Employers and workers willing to participate in interviews with an inspector?				
Employers able to provide records if requested by an inspector?				
Designated Smoking-Room Locations				
Located in an area where a person does not have to enter it to access another location?				

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Ventilation Design, Operation, & Maintenance Requirements:				
Minimum velocity required for make-up air flow maintained for the room?				
System has sufficient capacity for the occupancy level of the room?				
System designed by an engineer?				
Written procedure for the operation, inspection, testing, cleaning, calibration, and maintenance of the ventilation system?				
Written procedures meet the criteria as outlined in the regulations?				
Owner conducts functional performance tests of the ventilation system and prepares a report of the test results?				
Certificate available stating system designed and installed in conformance with ASHRAE Standard 62-2001 at the time of the functional performance test conducted.				
Operating in conformance with ASHRAE Standard 62-2001?				
Capable of operating at the occupancy level for which it was designed?				
Records				
Owner ensures that a record is made of each inspection, testing, cleaning, calibration, and maintenance activity respecting the ventilation system, as required by the written procedures established?				
List the date and type of activity performed?				
List the name of person who performed the activity and their employer?				
List components of system involved?				
Notes test results, observed deficiencies, and any remedial, action taken?				
Kept for at least 2 years?				
Signage				
Placed immediately above or in close proximity to each entrance of a designated smoking room?				
Not blocked by other signs, advertisements or promotions?				
Sign includes: the words "Designated smoking room," only residents permitted, no persons under 19 permitted, and maximum occupancy?				

DISCLAIMER: This checklist example is provided by Farm Safety Nova Scotia as a general overview for information purposes only. Farmers are responsible for modifying the example to suit each individual farm.

