

Why have a smoking policy?

To communicate the new law and all of its implications to staff, we strongly recommend that you develop and implement a written smoke-free policy. In having an effective smoking policy as an employer you will show to an enforcement officer that you have management control of your business. A smoking policy may assist in showing due diligence.

Can I obtain an example of a smoking Policy?

An example smoking Policy is provided; see below

What should a smoking policy contain?

- be concise and simple to understand.
- Identify the members of management and staff who have responsibility for its implementation.
- State the procedures to be followed in the event of non-compliance.
- Acknowledge the right of employees to work in a smoke-free environment.
- Provide information on how to obtain help quit smoking.
- Be communicated to all staff - and in particular to new and part-time staff before they commence employment.

Should a smoking policy contain sanctions?

If the policy is broken, disciplinary action should be taken. This ought to be similar to the procedures used for violation of other health and safety matters. Ideally employees should be given 12 weeks' notice of any change in working conditions.



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G POLICY Insert Name of Business

This aim of this policy is to protect all employees, customers and visitors from exposure to second-hand smoke and to comply with the Smoking (Northern Ireland) Order 2006 which will be enforced by District Councils from 30th April 2007.

Second-hand smoke has been scientifically proven to cause lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions (Report of the Scientific Committee on Tobacco and Health, Department of Health, 1998).

This organisation acknowledges that breathing second-hand smoke poses a risk to health. The following policy has been agreed between (insert name of organisation) and its employees.

POLICY

It is the policy of (insert name of business) that all of our workplaces and vehicles are smoke-free and all employees have a right to work in a smoke-free environment. The policy shall come into effect on (insert date) and be reviewed on (insert date) by (insert name).

PREMISES

Smoking is prohibited throughout the entire workplace with no exceptions. However an area has been provided externally (insert area) for those who wish to smoke. Receptacles will be provided for disposal of cigarette ends and other waste smoking materials.

VEHICLES

All work vehicles will be smoke-free at all times

Or

All work vehicles will be smoke-free at all times unless they are only ever used by the same person and where passengers are never carried.

EMPLOYER DUTIES

- To display No Smoking Signs as required by the legislation.



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customers and visitors do not smoke in smoke-free

- To investigate complaints regarding employees, customers and visitors smoking.
- To inform, consult and train employees on this policy.

EMPLOYEES DUTIES

- To ensure that they or others do not interfere with no smoking signs.
- To comply with the Smoke-Free Policy.
- To ensure customers and visitors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.

CUSTOMER/VISITOR DUTIES

- Customers are not permitted to smoke in smoke-free areas or vehicles.

HELP FOR THOSE WHO SMOKE

This policy is not concerned with whether anyone smokes but where they smoke and how it affects others. To help smokers adjust to the changes occurring they should contact the smokers helpline on 0800 858585 who can advise of local support services.

ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the company's disciplinary procedures. Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the organisation. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in smoke-free places or vehicles.

Signature: - _____

Position in Company: - _____

Date: - _____