

H11 – Toolbox Talk Smoke-Free Policy

Smoking is prohibited for employees, contractors, customers and visitors in enclosed areas other than in designated outdoor smoking areas, or in company-funded vehicles (cars) when in sole occupancy. Smoking in company-owned vans, light and heavy goods vehicles, crew buses or mobile plant is banned at all times.

This policy has been developed to protect those persons mentioned from exposure to second-hand smoke, which increases the risk of lung cancer, heart disease and other illnesses.

It follows the introduction of the smoking restrictions in England, Scotland and Wales.

All staff are obliged to adhere to, and facilitate, the implementation of the policy, a copy of which will be provided to new employees, contractors and visitors on induction.

Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within company premises, and inside vehicles.

Disciplinary action will be taken against those found to be not complying with this policy. In Scotland, those who do not comply with the smoking law are also liable to a fixed penalty fine and possible criminal prosecution. This applies to both the individual smoker and the designated manager.

New employees will be informed at interview and in their formal letter offering employment, that the company operates a smoke-free policy.

Smoking rooms are no longer allowed. Outdoor smoking areas should be protected from the weather and suitably lit, but must not have openings less than half the area of the walls and have facilities to extinguish cigarettes and keep litter to a minimum.

Managers/supervisors will allow employees (whether smokers or not) a reasonable period during the working day to break from normal routines. These breaks should be a maximum of 10 minutes long, normally during each four hour period, and will require the prior knowledge and permission of the immediate supervisor or manager. Breaks must not disrupt the normal operating activity of the department or site.

Help to Stop Smoking

Some useful sources for support to help stop smoking are:

- www.doh.gov.uk
- www.nhsdirect.nhs.uk



Training register

Date

Name of attendee

Signature

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