

Sample Smoke free Workplace Policy

Smoke free workplace policy for *(insert company name)*

Rationale: Why a smoke free workplace policy?

Exposure of non-smokers to environmental tobacco smoke (ETS) is harmful to health.

ETS increases the risk of lung cancer and heart disease, and is dangerous for people with existing heart or lung conditions.

ETS can trigger asthma attacks and cause eye irritation.

Therefore, *(insert company name)* has adopted a smoke free workplace policy.

Components of the policy

1 *(Insert Company name)* aims to achieve a smoke free workplace. To protect all workers from exposure to ETS, the entire premises will become smoke free. Smoking will be banned on all property owned by the company, including both indoor and outdoor areas.

2 Smoking will not be allowed in meetings, areas used by the public and in company vehicles.

3 To help smokers who may wish to modify or quit smoking, support will be provided to help them to adjust to the changes. This includes: *(list supports provided)*

- smokers are encouraged to call Quitline on 1-866-U CAN TRY.
- a group Quit seminar or course will be provided
- health information will be made available.

4 Employees will be given the opportunity to attend a meeting to discuss the implementation of the smoke free policy.

5 The policy will apply to all staff including management, contract and service staff, visitors and clients while on company premises.

6 The responsibility for enforcing the policy rests with managers and supervisors.

Phasing-in period leading to full implementation

1. From (*insert date to start phase 1 of implementation*), the following will apply:

- smoking will be banned on company property
 - appropriate signage will be placed throughout the workplace
 - cigarette sales will stop
 - members of the public who smoke will be asked politely to extinguish their cigarettes
 - help will be available to help smokers adjust
 - two adjustment breaks of ten minutes may be taken where necessary and practical
 - a Quit seminar and/or course will be offered to smokers wishing to quit
 - advertisements for new staff will state that (*insert company name*) is a smoke free workplace, or, in the interim, 'moving towards a smoke free workplace'.

2. Grievance and breaches of policy:

- the smoke free policy is an integral part of our existing workplace health and safety policies. Any breach of this existing policy will lead to the normal disciplinary procedures being applied (*describe company's disciplinary procedures*)
- any worker who has a grievance relating to this policy should speak to the Health & Safety Officer or Representative (*or nominated contact person*).