

# Sample smoking policy

**Black, bold text provides the minimum requirements needed to comply with the smoke free legislation.** Additional green text is for organisations who wish to introduce additional restrictions on smoking, such as removing smoking breaks or adopting smoke free sites.

## SMOKING POLICY

Smoking policy for [name of organisation]  
Effective from [date]

### INTRODUCTION

Second hand smoke is a known health hazard. In 2004, the Government's Scientific Committee on Tobacco and Health reported that the increased risk to non-smokers of lung cancer from exposure to second hand smoke was 24% and the increased risk of heart disease 25%.

In provisions made under the Health Act 2006, all enclosed and substantially enclosed workplaces and public places will be legally required to be smoke free.

The following policy has been adopted by [name of organisation] to take all possible steps to protect employees from second hand smoke exposure and to comply with legislative requirements.

### 1. THE POLICY

- 1.1 From [date] smoking is prohibited in [name of organisation]'s premises **and on the surrounding grounds, including the car park.** Smoking is also prohibited in company vehicles used by more than one person, and in private vehicles if a passenger is carried. This applies to employees whether employed directly by [name of organisation], through an agency, by a contractor or other organisation, and visitors [include any other users]. [Specify any outdoor areas provided for smokers if applicable.]
- 1.2 Employees who wish to smoke may do so in their own time during lunch breaks. Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for [name of organisation].
- 1.3 The sale of tobacco will be prohibited in all [name of organisation]'s premises.

### 2. THE POLICY FOR THIRD PARTY PREMISES

- 2.1 Employees required to visit other premises not covered by smoke free legislation as part of their duties (ie, domestic premises) should advise the visitee when arranging a visit of [name of organisation]'s smoking policy. Although [name of organisation] has a duty of care to protect its employees it cannot control the smoking policy on these premises. Employees should agree that the visitee arrange for a non-smoking area to

# Smoking Policy Law Politics And Culture

**ML Yell**



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