

# Smoke Free Workplaces Developing & Implementing a Policy



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A decorative graphic on the left side of the slide, resembling a spiral-bound notebook. It features a vertical metal spiral binding on the left edge, with the wire looping through a series of dark, circular holes. The background of the notebook page is a light beige color, and the entire graphic is set against a dark brown border.

# Developing a Smoke-Free Policy

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Aim:

- Provide a Smoke Free, healthy & comfortable working environment for employees and others who use the premises
- Comply with legislation

A graphic of a spiral-bound notebook with a brown cover and a light beige page. The spiral binding is on the left side. The text is written on the page.

# Developing a Smoke Free Policy

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- Provides clear guidance for employees and managers
- Allows consistency & fairness

# Developing a Smoke-Free Policy

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- Initial Financial Costs





# Developing a Smoke-Free Policy

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Group of appropriate people to develop the policy – including:

- Safety committee members
- Trade union/employee reps
- HR
- OH
- Health & Safety team
- Smokers and non-smokers should both be represented

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# Developing a Smoke-Free Policy

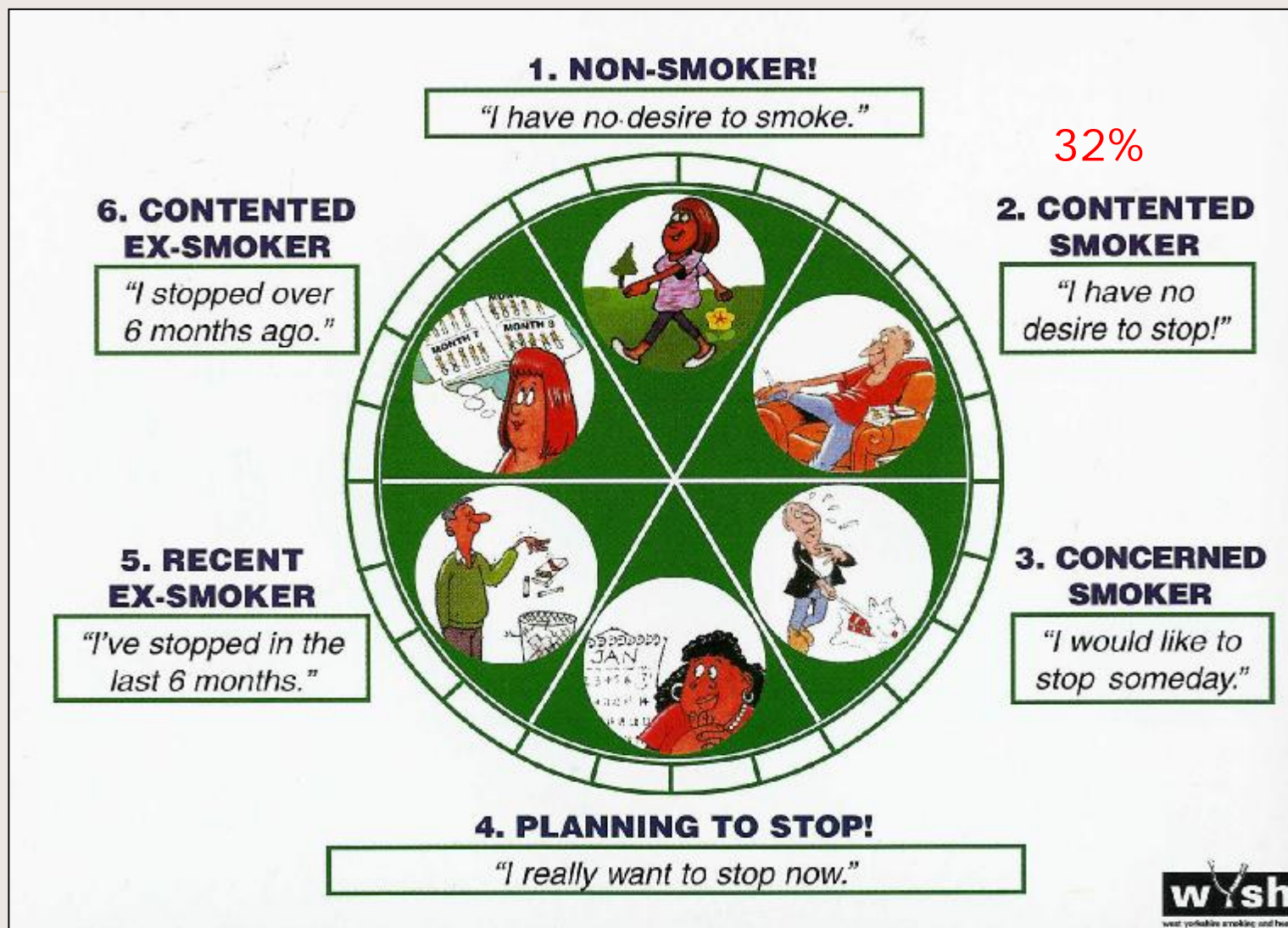
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Blanket ban on entire  
premises and grounds?

or...

Designated smoking points  
within the grounds?

# Smoking Status



# Designated Smoking Areas



# Designated Smoking Areas

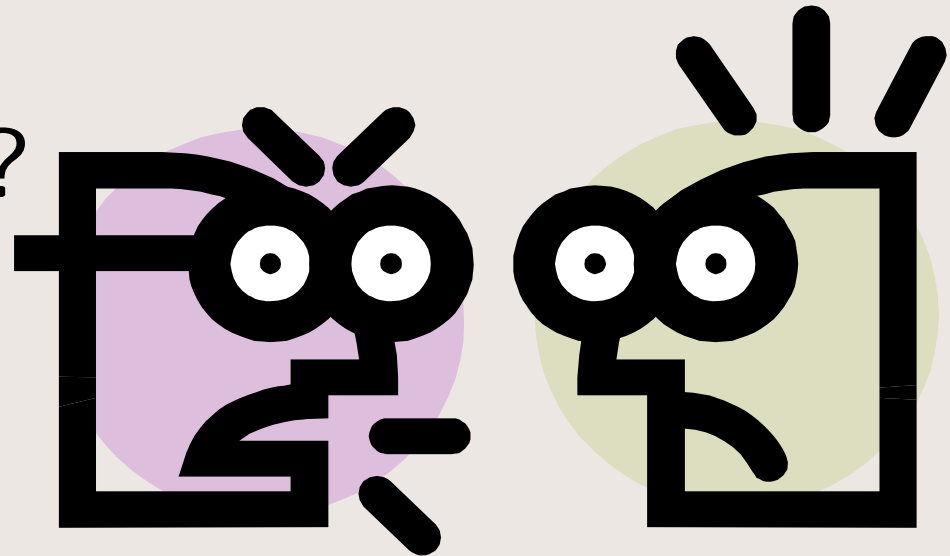


# Designated Smoking Areas



# Designated Smoking Areas

- Official break times only?
- Clocking off?
- Extended working day?



# Developing a Smoke-Free Policy

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Total Smoking Ban throughout  
the Premises and the  
Grounds??



# Blanket Smoking Ban

Are employees allowed off the premises at breaktimes?

Is smoking allowed at the entrance to the premises? - Public image to consider & potential litter problem



# Developing a Smoke-Free Policy

## Company vehicles



# Developing a Smoke-Free Policy

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State in your policy that the company recognises that smoking is an addiction and you are willing to support and assist staff in quitting.





# Support & Assistance

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- NHS/WYSH/ASH literature on smoking cessation made available to employees
- Awareness raising session for employees on health risks of tobacco
- Smoking cessation groups arranged (ideally held during working hours)
- Contribution towards costs of NRT for employees



# Developing a Smoke-Free Policy

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## Employees Duties

Health and Safety at Work Act 1974:-

- Take reasonable care for health & safety of themselves & others
- Co-operate with employer as far as is necessary to enable employer to comply with requirements of the Act

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# Implementing the Smoke-Free Policy

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- Ensure all necessary arrangements are in place eg. signage, litter bins, etc.
- Set a date for the policy coming into effect and give notice.
- Ensure that all employees are informed of contents & implications of policy & display copies in key locations.

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# Implementing the Smoke-Free Policy

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- Refusal to comply with the smoking policy is a breach of employment law & subject to disciplinary action.
- Managers should be issued with guidance to ensure that they fully understand their responsibility to enforce the policy.

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# Implementing the Smoke-Free Policy

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- Monitor and Review to ensure that the aim has been achieved  
ie...

A workplace where non-smokers are not exposed to SHS.



# Summary

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- The adverse effects of smoking are well recognised, and there is now conclusive proof that passive smoking can also cause serious health problems
- Legislation is on its' way - employers can't ignore the situation

Are you interested in an in-house  
Smoke Free Workplace Session  
free of charge?

Session can be tailored to suit the  
needs of your organisation.

Contact -

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