

SMOKING POLICY AND PROCEDURE

Policy

As an employer we have a duty of care under common law plus the Occupational Health and Safety & Welfare Act, 1986 to provide a safe and healthy working environment for all employees, visitors, volunteers, contractors, and the hostel community.

To allow smoking at work where such activities may impact upon the health of others conflicts with this legal obligation. Therefore this College is designated as a smoke-free workplace.

Procedure

The Responsible Officer will determine in consultation with employees the extent of the smoke free environment, e.g. no smoking in all buildings and in the grounds of the property, or only outside approved designated areas.

New employees will be advised of the policy during interview and again when undergoing induction. This policy applies to all the College community whilst on the premises.

Visitors, volunteers, contractors and the College community will be advised of the requirements of this Smoking Policy.

All people will be expected to comply with other organisations policies and procedures whilst on the premises and will consider the wishes of others.

Training

All employees will be briefed / trained in the requirements of this Policy and Procedures during induction and when implemented.

Employees will be trained (where applicable) in any risk assessments and / or safe-operating procedures developed as a result of this Policy and Procedure.

SMOKING ACTION GUIDE

It is generally accepted that smoking is harmful to health and this includes exposure to second-hand tobacco smoke. Therefore, in order to provide a safe and healthy workplace it is the responsibility of the Responsible Officer to ensure that workplaces are smoke free. The Responsible Officer, in consultation with all employees, should decide how this is achieved.

The following strategy should be implemented to protect the health and safety of employees, students, clients, volunteers and the College community:

- Determine the extent of the smoke free environment this should include no smoking in all buildings or outside the approved designated areas.