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## Smoking in the Workplace Policy



STRONG HERITAGE | STRONG FUTURE  
RHONDDA CYNON TAF  
TREFTADAETH GADARN | DYFODOL SŴR

DOCUMENT CONTROL	
<b>POLICY NAME</b>	<b>Smoking In The Workplace Policy</b>
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HR Senior Management Team	
Corporate Management Team	
Cabinet	

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## **1 INTRODUCTION**

As a caring and responsible employer, the Council is fully committed to providing a healthy working environment for its employees.

The Council accepts the fact that smoking is the greatest single preventable cause of disease and premature death in Wales. It also acknowledges the fact that non-smokers, by inhaling other people's smoke, (ie. passive smoking), may be suffering from illnesses normally associated with smoking.

In preparing this Policy Statement, the Council has taken into consideration:

- Its responsibility to its employees and others under the Health and Safety at Work etc Act 1974.
- Its commitment to the Welsh Assembly Government Corporate Health Standard initiative, which has at its core the health and wellbeing of employees.
- The 'Smoke Free' legislation introduced by the Welsh Assembly Government in the Spring of 2007.

## **2 POLICY STATEMENT**

With effect from 10<sup>th</sup> March 2010, smoking will only be allowed in designated external smoking areas, away from doorways and windows. The establishment of designated smoking areas will be determined by the Corporate Management Team.

Smoking will not be allowed in the following areas, or whilst undertaking the following activities:

- Inside Council owned premises and all other premises under the Council's control, including premises that are rented or hired.
- When driving, or being a passenger, in Council vehicles, including leased vehicles.
- In vehicles owned privately by employees when carrying other employees and/or clients when on Council business.
- In service users homes, by employees, contractors and/or others working on behalf of the Council.
- When visiting other business premises.
- When booking outside meetings, employees should ensure, as far as reasonably practicable, that the venue operates a no-smoking policy

## **EMPLOYEES WHO WISH TO SMOKE CAN ONLY DO SO 'IN THEIR OWN TIME'.**

### **3. IMPLEMENTATION**

A copy of the Policy will be brought to the attention of all employees and elected Members, and others affected by the implementation of the Policy.

"No smoking" signs, to comply with the Welsh Assembly Government legislation will be placed at entrances and other prominent positions in all premises, so that employees and others are made aware of the no smoking restriction.

It will be the responsibility of each Director or Head of Service to ensure arrangements are in place for the successful implementation, management and ongoing monitoring of the Policy.

Any employee found in contravention of this Policy will be dealt with under the Council's Disciplinary Policy.

### **4. SUPPORT**

Employees and elected Members wishing to stop smoking will be given every encouragement to do so. However, the Council recognises that some smokers may find difficulty in adjusting to the requirements of the Policy, and will provide advice and support to those smokers who wish to stop their smoking habit.

Where there is a demand, smoking cessation classes will be arranged for employees and elected Members that wish to attend.

External help and advice on the risks associated with smoking can be obtained from the following helplines:

- (i) Smokers Helpline Wales - Tel No. 0800 1690169.
- (ii) Stop Smoking Wales – Tel No. 0800 0852219.
- (iii) Action on Smoking and Health (ASH). Wales - 02920 641101.

**MANAGERS CHECKLIST – SMOKING IN THE WORKPLACE POLICY**

	✓ As Appropriate		
	N/A	Yes	No
• Are employees made aware of the dangers associated with smoking?			
Are 'No Smoking' signs placed at entrances to premises and at other prominent positions?			
• Are employees made aware of the smoking cessation classes that may be available and how to register an interest?			
• Are employees made aware of the external helplines?			
• Are employees made aware of the disciplinary action that may be taken in the event of being caught smoking in contravention of this Policy?			
• Are monitoring procedures in place to ensure that the requirements of the Policy are being met?			

Group \_\_\_\_\_

Section: \_\_\_\_\_

Completed by: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_