

# ***SAFETY PROCEDURE***

## **SAFETY MANAGEMENT PROCEDURE FOR THE MANAGEMENT OF SMOKING**

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# 1. APPROVAL

Document Control			
Document:	HSEQ-MP-118 – Management of Smoking		
Version:	1.0		
Released:	Insert Date		
Review Date:	+ 1 year		
Prepared By:	Insert Person	Position:	Insert Position
Reviewed By:	Insert Person	Position:	Insert Position
Approved By:	Insert Person	Position:	Insert Position
<p>This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is maintained.</p>			
Amendment Record			
Version	Date	Context	Summary of Amendments
1.0	Insert Date	To effectively manage smoking	All original
<p>The latest revision of this procedure is on <b>Insert Your Company</b> intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.</p>			
Document Title:	Management of Smoking		Rev: 1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date



## 2. PURPOSE

The purpose of this procedure is to establish and maintain clear guidelines for smoking and to protect persons against workplace hazards associated with smoking.

## 3. SCOPE

This procedure applies to the people desiring to smoke while at a **Insert Your Company** workplace. Management will provide signage and establish clearly defined area(s) for smoking outside the operational boundary of a **Insert Your Company** workplace, to enable the safety of persons, as far as is reasonably practicable.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Building</b>	Shall mean any structure with roof, enclosed or partially enclosed by walls.
<b>Passive Smoking</b>	Sometimes referred to as second hand smoke, is the inhalation of the mainstream smoke and side-stream smoke.
<b>Mainstream Smoke</b>	Is smoke directly inhaled by a smoker through a burning cigarette.
<b>Exhaled Mainstream Smoke</b>	Is smoke breathed out by the smoker.
<b>Side-Stream Smoke</b>	Is smoke wafted from the burning end of a cigarette.
<b>Person</b>	Includes a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company who has been assigned to work, an apprentice or trainee or a student gaining work experience.

## 5. RESPONSIBILITIES

### Management are responsible for:

- Reviewing the information provided in this procedure when determining an appropriate designated smoking zone.

### Supervisors are responsible for:

- Ensuring that persons comply with this procedure.

### Workers and Visitors are responsible for:

- Being familiar with the requirements of this procedure and only smoking in the designated smoking zones.
- The correct disposal of cigarette butts and matches.