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# Smoking and Vaping Policy

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Turas Training

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Approval date: June 2023

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Revision date: June 2025

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## 1. Policy Statement

Under the Public Health (Tobacco) Act, 2002 (Section 47) Regulations 2003, Turas recognises its obligation to provide a smoke free working environment. This policy includes the use of E-cigarettes.

## 2. Purpose

To ensure Turas meets all obligations to provide a smoke free work environment.

## 3. Scope

This policy covers all staff, service users and visitors within the organisation. It also includes people from other agencies conducting in-reach services in Turas for the time they are on the premises. The policy applies to all common areas.

## 4. Glossary of Terms and Definitions

### 4.1. Common Areas

The following are defined as common areas where smoking and vaping is not permitted:

- Indoor work areas (Smoking/Vaping is not permitted in any work area. This includes all offices or work areas, whether occupied by one person or shared).
- Lifts
- Corridors
- Stairways
- Restaurant/canteen
- Rest rooms
- Toilets
- Reception areas
- Entrances
- Enclosed car parks
- Other areas (specify as necessary)
- Smoking is not permitted in company vehicles

## 5. Facilities for the disposal of smoking refuse

Turas has a designated smoking/vaping area in garden at the back of the building.

Where smoking is permitted receptacles must be provided for the disposal of cigarette ends and other waste smoking material.

## 6. Implementation, monitoring and review

- 6.1. Responsibility for the implementation and monitoring of this policy will rest with senior managers. Turas takes the view that smoking is a fire risk and a hazard to the health of its employees and service users.
- 6.2. Any employee found abusing this will be dealt with through the disciplinary procedure.
- 6.3. Any service user found to be abusing this will be asked to discuss this with the services manager.